



European
Commission

User Manual *Official documents to the EU* *Part II*

Intended for...

Competent authorities
(EU/EFTA LVU/OPV)

Certification of...

I. INTRA

IntraTrade Animal Health Certificates

II. EXPORT

Export Health Certificates

III. DOCOM

Commercial Documents

TRACES

TRAdE Control and Expert System

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I. INTRODUCTION

I.1. SCOPE OF THE 'OFFICIAL TRADE DOCUMENTS' USER MANUAL - PART II

This user manual describes the main principles and functionalities of TRACES for the **certification** (Part II) and **control** (Part III) ¹ of the following official trade documents by the competent authority at EU/EFTA level:

- **INTRA**: ² IntraTrade Animal Health certificates
- **EXPORT**: ³ Export Health certificates
- **DOCOM**: ⁴ Commercial Document

Where needed, the descriptions are accompanied by screenshots of the TRACES user interface, so as to better illustrate the look and feel of TRACES.

The aim of the user manual is to help you speed up your work, while avoiding inaccuracies and typing slip-ups.



We recommend that you read this user manual in combination with the [TRACES Toolkit](#); ⁵ which serves as your gateway to further TRACES user manuals, videos and templates.

The TRACES Toolkit contains all the information you need in one 'platform' document.

TRACES serves as a 'single window' to European legislation in the field of animal health and public health -*covering products of animal origin and non-animal origin, live animals and animal by-products*- as well as plant health.

However, for the implementation of the general EU legislation we invite you to contact your national competent authorities or official EU services in order to obtain the correct information on movement requirements and other details.

You can find out all about TRACES on the Commission's official [Health and Consumers' webpage](#). ⁶
Presentations of TRACES can also be found here. ⁷

¹ If required.

² Commission Reg. (EC) 599/2004: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32004R0599:EN:NOT>

³ Concerning harmonised certificates at EU level (e.g. *Chile, Mexico and Canada*).

⁴ Commission Reg. (EC) No 142/2011: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32011R0142:EN:NOT>

⁵ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

⁶ TRACES details: <http://ec.europa.eu/traces/>

⁷ TRACES presentations: <http://prezi.com/user/TRACES/>

1.2. ABBREVIATIONS AND DEFINITIONS

A complete list of all TRACES abbreviations and acronyms can be found under the 'Let's talk 'TRACES'' sub-heading and the 'Common TRACES features' heading of the [TRACES Toolkit](#).⁸

1.3. WORKING LANGUAGES

Before logging into TRACES, and also afterwards in user interface, you can choose one of the thirty-two⁹ languages, to allow you to work in your preferred language:



Language code	Language	Language code	Language
ba	Bosnian	lv	Latvian
bg	Bulgarian	mk	Macedonian
cs	Czech	mt	Maltese
da	Danish	nl	Dutch
de	German	nw	Norwegian
el	Greek	pl	Polish
en	English	pt	Portuguese
es	Spanish	ro	Romanian
et	Estonian	ru	Russian
fi	Finnish	sk	Slovak
fr	French	sl	Slovenian
hr	Croatian	sr	Serbian
hu	Hungarian	sv	Swedish
il	Icelandic	sq	Albanian
it	Italian	tr	Turkish
lt	Lithuanian	zh	Chinese

When you switch languages, you will be redirected to the general TRACES welcome page.

⁸ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

⁹ These include 22 official languages of the European Union (all part from Irish (ga)) + Albanian + Bosnian + Chinese + Croatian + Icelandic + Macedonian + Norwegian + Serbian + Turkish + Russian.

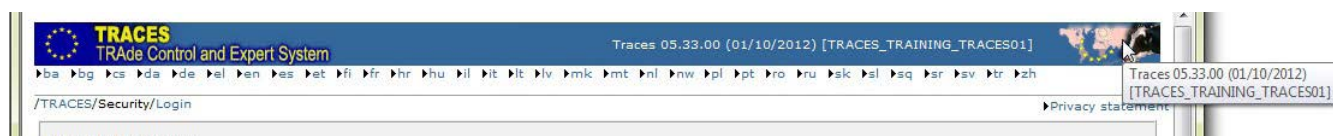
I.4. TRACES RELEASE VERSIONS

We are constantly upgrading TRACES to improve and adapt it to legal requirements and user needs and wishes. This is done step by step. As soon as an upgrade is available, a new TRACES version is installed online.

Release notes are regularly published for TRACES in order to explain to our TRACES users the enhancements and modifications made to the user interface and functionalities.¹⁰

You may want to check the TRACES release version installed online to verify the information in the TRACES release notes.

If you double click the world map/cow image in the top right of the TRACES window, you will see the following information in the top banner:



- the TRACES version number (eg. 06.00.01)
- the release date, in dd/mm/yyyy format (eg.23/04/2013)
- the TRACES environment and server (eg. TRACES_NT2_2_WEB)

You can also see this information as a tooltip if you move the mouse cursor over the world map/cow image.

¹⁰ An overview of the TRACES release notes can be found in the introduction page of the TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

I.5. ACCESS

I.5.1. DATA ACCESS AND PROTECTION

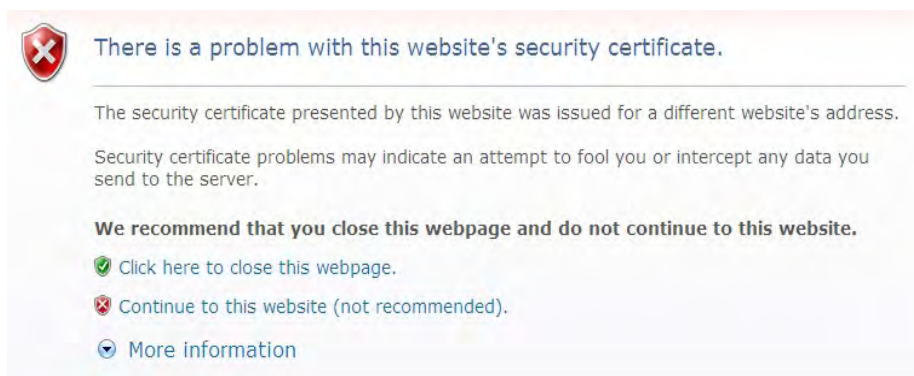
To comply with stringent rules on the accessibility and display of *both commercial and non-commercial* data, and to ensure data protection,¹¹ strict access rights are assigned to each TRACES user profile. This applies to both economic operators and competent authority users.

The TRACES Privacy Statement can be consulted in the different available languages in TRACES via the 'Privacy Statement' button in the top right of the TRACES window, when you are logged on.



I.5.2. SECURITY ALERT

When accessing TRACES, you may encounter a security alert, asking for your approval to proceed to the website. This is a configuration setting in TRACES and is therefore fully trustworthy.



TRACES implements various security features for application access, official document validation and communication privacy, through the encryption of secure information between client and server (https, SSL).

Electronic signature further improves speed and efficiency, traceability, and anti-falsification measures, based on security rules that meet the legal requirements for electronic signature.

If the 'Security Alert' pops up, we invite you to press 'View Certificate' in order to see more details before proceeding, and then choose 'Yes' to start using TRACES.

The HTTPS 'Secure Sockets Layer' (SSL) and 'Transport Layer Security' (TLS) certificate is imported by the client from the server into the local application or environment, declaring it as 'trusted'. This alert is therefore not in fact generated by TRACES but by the server on which the certificate is hosted.

¹¹ Regulation (EC) 45/2001: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32001R0045:EN:NOT>

I.5.3. ENVIRONMENTS

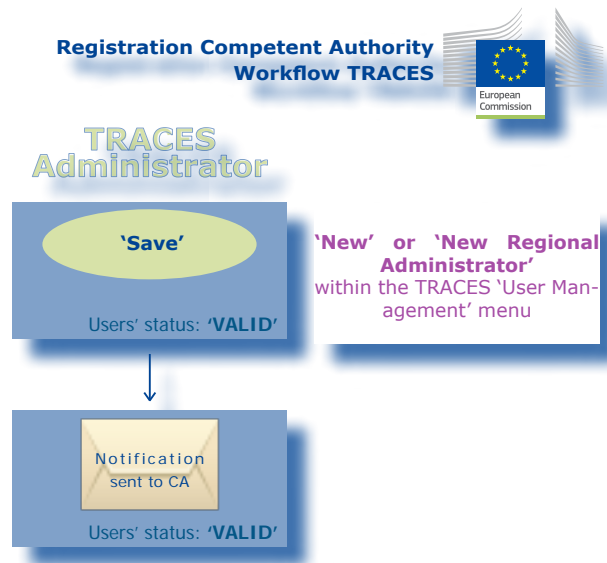
The TRACES 'Production' environment is available at <https://webgate.ec.europa.eu/sanco/traces/>. This is the real-life environment of TRACES, since any manipulation of data will automatically notify the economic operators and competent authorities involved.

TRACES users are invited to check out TRACES features and functionalities in one of the two TRACES test environments.

More information on the use of the TRACES TRAINING and ACCEPTANCE environments can be found under the heading 'Testing TRACES features' in the [TRACES Toolkit](#).¹²

12 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

1.5.4. ACCOUNT REGISTRATION



Competent authority user accounts can be registered in TRACES by the national Member State administrator, via the **'User and Organisation Management'** menu and **'User Management'** submenu.

/TRACES/User and Organisation Management/User Management ▶ Privacy statement

- ◆ Welcome Page
- ▼ Veterinary Documents
- ◆ Empty Certificate
- ▼ Reporting
- ▼ User and Organisation Management
 - ▶ **User Management**
 - ◆ Organisations
 - ◆ Private Veterinarian
 - ◆ Change Password
 - ◆ Modify User Profile
- ▼ System Management

Search for User

Search Criteria

E-mail: <input type="text"/>	First Name: <input type="text"/>
Last Name: <input type="text"/>	City: <input type="text"/>
Postal Code / Region: <input type="text"/>	Authority: <input type="text"/>
	Traces User Number: <input type="text"/>
	User Type: <input type="text"/>

▶ Clear ▶ Search

Search Result

Name	Country	Postal code / Region	City	Authority	User Type	Status
▶ New Regional Administrator ▶ New						

1. Click 'New Regional Administrator' to create Regional TRACES Administrators
2. Click 'New' in order to create:
 - Central Competent Authority users;
 - Local Veterinary Unit users;
 - Official Private Veterinary users.¹³

¹³ The 'Official Private Veterinary user' in TRACES is any veterinarian approved by the competent authority in accordance with the provisions of Article 14 (3) (B) of Council Directive 64/432/EEC (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=C ELEX:31964L0432:EN:NOT>).

Competent authority user accounts can be registered in TRACES as '**Standard**' or '**Collective**' users.

The competent authority account registered by its national administrator in TRACES becomes immediately 'valid' after submission.

A notification message is sent to the competent authority, informing it of the creation of the user account.

¹⁴ The message contains a direct link to TRACES, together with the username and password.

From: <SANCO-TRACES-NOREPLY@ec.europa.eu>
 Date: 2013/1/31
 Subject: Account created
 To: [redacted]

Hi [redacted]

Your account on the Trade Control and Expert System has been activated. As of now, you can login using

- Username: [redacted]
- Password: [redacted]

[Click here](#) to access the application .

The TRACES application.
 This is an automatically generated email. Please do not reply. To contact the TRACES team, please use the following address: sanco-traces@ec.europa.eu

More information on user-account registration can be found in the 'Organisation, user and authority management' user manual, also available with the [TRACES Toolkit](#). ¹⁵

¹⁴ More information can be found in the 'Organisation, user and authority management' user manual, also available with the TRACES Toolkit.

¹⁵ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

NOTE - The '*Please click here to register a new user*' option on the TRACES login page, is for economic operators ¹⁶ only and not competent authority users.

[Login](#)

Please specify your user name and password, then click [login] or hit the enter key.

Request a new password

If you do not remember your password, specify your user name and hit the [Send Password] link. Your current password will be sent to the registered e-mail address.

[Request a new password](#)

Register a new User Account

To subscribe to the TRACES services, you must provide some information about yourself. After confirmation, your request will be validated by the local authorities and your account will be activated.

[Please click here to register a new user](#)

Consult the organisations directory

[Search for organisations](#)

¹⁶ More information can be found under heading 'I.5.4. Account registration' of the 'Official documents to the EU Part I' user manual, or in the 'Organisation, user and authority management' user manual, also available with the TRACES Toolkit.

1.5.5. LOGGING IN AND OUT

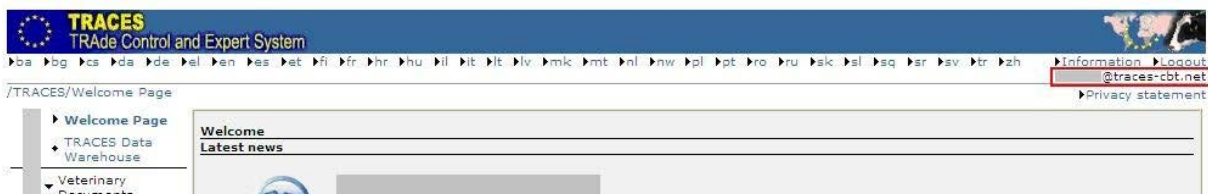
1.5.5.1. Log In

Go to the TRACES welcome page, enter your login (e-mail address) in the 'e-Mail' field, type your password and click on the 'Login' button: ¹⁷



The screenshot shows the TRACES 'Login into the System' page. At the top, there is a header with the TRACES logo and a list of language codes (ba, bg, cs, da, de, el, en, es, et, fi, fr, hr, hu, il, it, lv, mk, mt, nl, nw, pl, pt, ro, ru, sk, sl, sr, sv, tr, zh). Below the header, the page title is '/TRACES/Security/Login'. The main content area is titled 'Login into the System' and contains a 'Login' section with two input fields: 'e-Mail:' and 'Password:'. A red box highlights the 'Login' button. Below the input fields, a message reads: 'Please specify your user name and password, then click [login] or hit the enter key.'

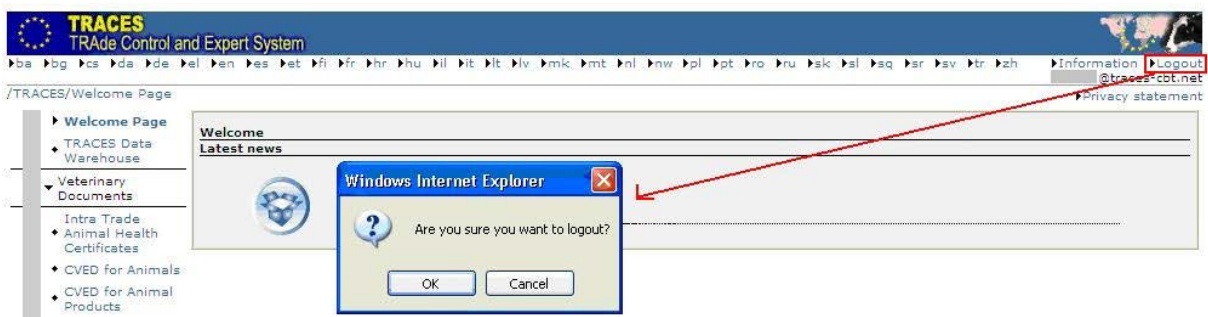
When you have logged in, your user account is shown in the top right of the screen.



The screenshot shows the TRACES 'Welcome Page'. The header is the same as the login page. The page title is '/TRACES/Welcome Page'. On the left, there is a sidebar with a tree view containing 'Welcome Page', 'TRACES Data Warehouse', and 'Veterinary Documents'. The main content area is titled 'Welcome' and 'Latest news'. In the top right corner, there is a user account information box showing the email address '@traces-cbt.net' and a 'Logout' button. A red box highlights the 'Logout' button.

1.5.5.2. Log out

Click on the 'Logout' button in the top right of the screen and confirm by clicking the 'OK' button. ¹⁸



The screenshot shows the TRACES 'Welcome Page' with a 'Windows Internet Explorer' dialog box open in the foreground. The dialog box has a question mark icon and the text 'Are you sure you want to logout?'. It has two buttons: 'OK' and 'Cancel'. A red arrow points from the 'Logout' button in the top right corner of the TRACES page to the dialog box.

¹⁷ Your account is inactivated after 5 consecutive failed attempts. You should contact your TRACES competent authority to reactivate the account.

¹⁸ You will be logged out automatically after 30 minutes of inactivity.

1.5.5.3. LOGIN ISSUES

More information on login issues can be found in the 'Organisation, user and authority management' user manual, also available with the [TRACES Toolkit](#).¹⁹

1.5.6. CUSTOMISING THE TRACES MENUS



The TRACES menu bar on the left can be customised as you wish. Less 'popular' menus can be collapsed while more 'popular' menus can be expanded.

These changes are stored with your TRACES user profile, so will apply to all TRACES sessions until you make new changes.

1.5.7. TRACES NEWS UPDATES

1.5.7.1. WELCOME PAGE

Once logged into the Production (real-life) environment,²⁰ the TRACES welcome page displays both information on TRACES and important health information, such as safeguard measures.

We invite you to regularly check the news updates published on the TRACES Welcome page, concerning the following topics:



General information and hints



Hazards and outbreaks



Sanitary information, e.g. official trade document models



Technical updates and TRACES version releases

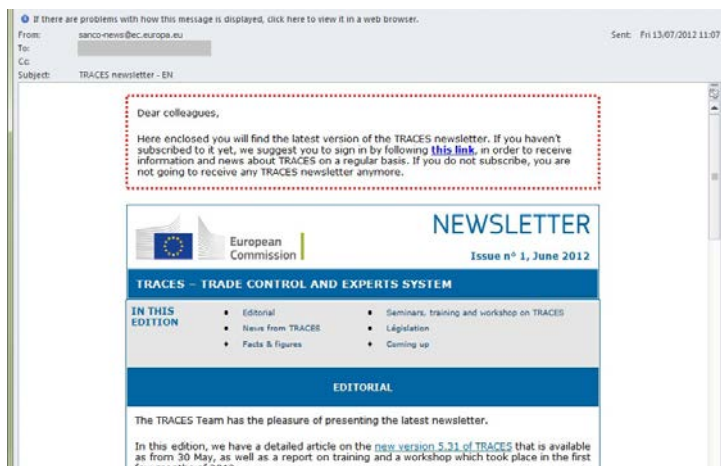


Working groups and meetings

1.5.7.2. NEWSLETTER

The bi-monthly TRACES newsletter contains general news on TRACES, facts and figures, seminars, training sessions and workshops, legislation and 'upcoming' issues.

You can subscribe to this free communication service, hosted by the Directorate-General for Health and Consumers, via [this link](http://ec.europa.eu/coreservices/mailling/index.cfm?form=register&serviceid=1).²¹



²⁰ More information can be found under heading '1.5.3 Environments'.

²¹ TRACES Newsletter: <http://ec.europa.eu/coreservices/mailling/index.cfm?form=register&serviceid=1>

II. 'VETERINARY DOCUMENTS' MENU

II.1. INTRODUCTION

Competent authority users linked to a LVU, OPV ²² and to a CCA are entitled to submit Part I (Consignment) of the official trade document and proceed with certification of Part II (Decision).

Competent authority users with responsibility for customs warehouses (*Article 12(4) of Council Directive 97/78/EC laying down the principles governing the organisation of veterinary checks on products entering the Community from third countries*) and those with responsibility for overseas departments and certain islands (*Commission Decision 94/641/EC laying down rules applicable to veterinary checks to be carried out on products imported into certain Greek islands from third countries*) can issue and certify both official entry documents ²³ and official trade documents ²⁴ under certain conditions.

These competent authorities are called Super Local Veterinary Units (SLVU) in TRACES, a status conferred by Commission administrators at the reasoned request of EU/EFTA countries.

More information on the submission of Part I of an official trade document can be found in the 'Official trade documents Part I' user manual, also available with the [TRACES Toolkit](#). ²⁵

II.1.1. CERTIFICATION WORKFLOW

Via TRACES, competent authorities linked to LVU, OPV and to Central Competent Authorities, are also entitled to proceed with the certification of the consignment; i.e. the 'Decision' part (Part II).

This means that, in addition to the submission actions relating to Part I of the official trade document, two additional actions are available regarding the certification process of Part II:

1. **'Save in progress'** allows the competent authority to store the official trade document 'temporarily'; before actually taking a final decision (Part II).

2. **'Validate/Submit Decision'** allows the competent authority to take the final decision (Part II) of the official trade document. As TRACES is a web-based, 'online' system, submission is instantaneous. ²⁶

For DOCOMs, the submission options relating to Part II are also available to the economic operator. ²⁷

²² The 'Official Private Veterinary user' in TRACES is any veterinarian approved by the competent authority in accordance with the provisions of Article 14 (3) (B) of Council Directive 64/432/EEC (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=C.FLEX:31964L0432:EN:NOT>).

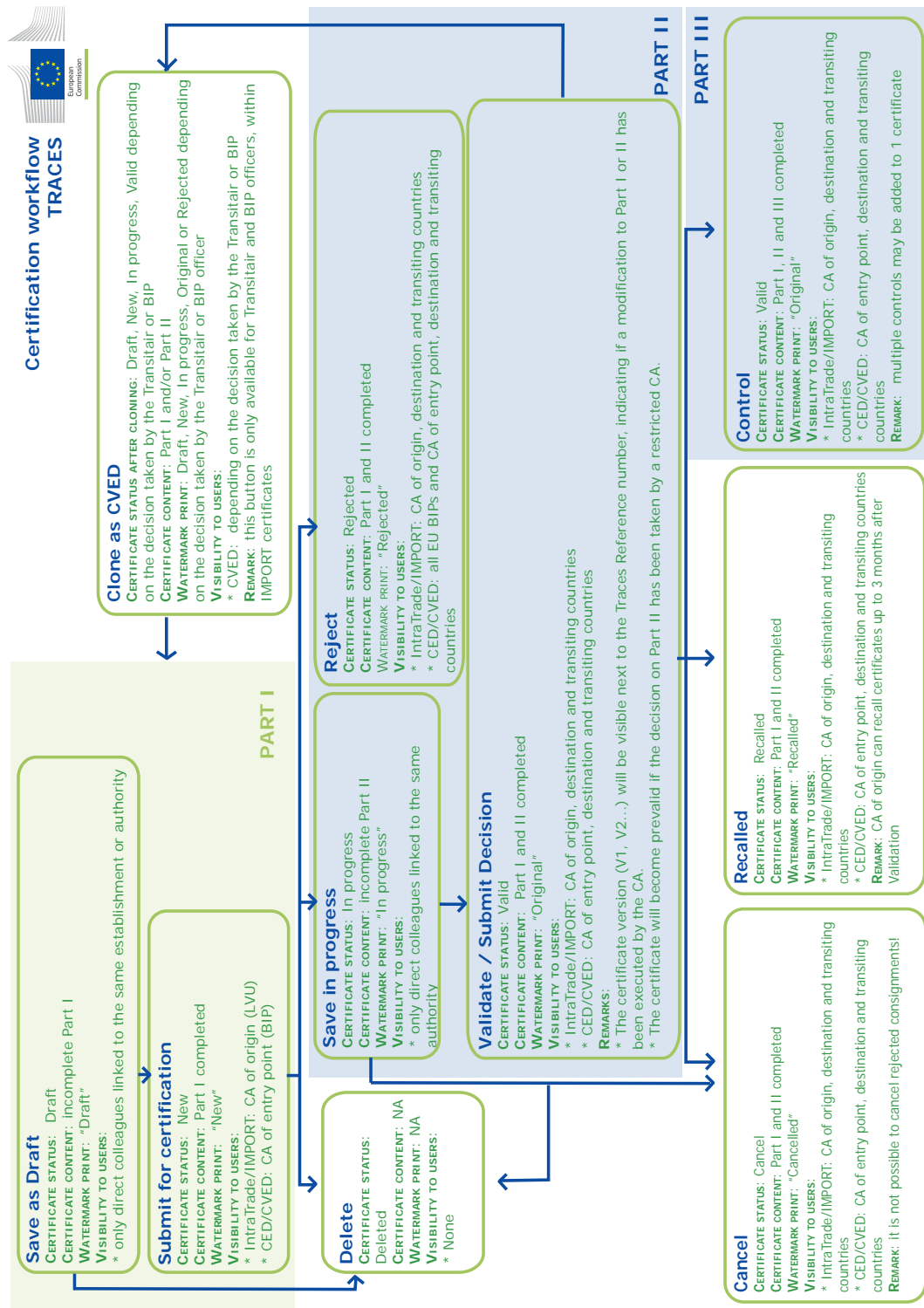
²³ Official entry documents: CED, CVED, DECLAR, and CHEDPP.

²⁴ Official trade documents: INTRA, EXPORT and DOCOM.

²⁵ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

²⁶ More information can be found in the 'Notification management' user manual also available with the TRACES Toolkit.

²⁷ Submission details are set out under heading 'II.5.3. Submission options'.



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28 In the TRACES test environments, all official trade documents bear the watermark 'TRAINING' or 'ACCEPTANCE', regardless of the status of the official trade document, so as to avoid any confusion with the 'real-life' production environment.

TRaDE Control and Expert System
(TRACES)

II.2. SEARCH FOR AN OFFICIAL TRADE DOCUMENT

Choose one of the official trade document types in the 'Veterinary Documents' menu:

- 'Intra Trade Animal Health Certificates'
- 'Export Health Certificates'
- 'Commercial Document'

...and specify one or more search criteria,²⁹ which mostly relate to Part I (Consignment) of the official trade document.

Competent authority users can easily search for official trade documents which remain to be certified (Part II) by ticking the '**To process**' search criterion.

You can use search criteria individually³⁰ or in conjunction with other search criteria. Some specific search criteria are illustrated below:

Search for Intra Trade Animal Health Certificates

Search Criteria

Certificate Reference:	<input type="text"/>	Country of Origin:	<input type="text"/>
Consignor:	<input type="text"/>	Declaration date after:	<input type="text"/>
Consignee:	<input type="text"/>	Declaration date before:	<input type="text"/>
Departure After:	<input type="text"/>	Commodity:	<input type="text"/> Browse
Departure Before:	<input type="text"/>	Means of Transport:	<input type="text"/>
Country of Destination:	<input type="text"/>	Authority of destination:	<input type="text"/>
Postal code of destination:	<input type="text"/>	Authority of destination code:	<input type="text"/>
Local reference number:	<input type="text"/>	Authority of origin:	<input type="text"/>
Certificate Status:	<input type="text"/>	Authority of origin code:	<input type="text"/>
RASFF Status:	<input type="text"/>	Place of Origin:	<input type="text"/>
To process:	<input type="checkbox"/>	Passport N°:	<input type="text"/>
Has control:	<input type="checkbox"/>	Pending laboratory tests:	<input type="checkbox"/>

[Clear](#) [Search](#) [Search for control](#)

Search options

Certificate Reference	Refers to the unique TRACES reference number, automatically assigned to the official trade document.
Certificate status	Information on official trade document statuses can be found under heading 'II.1.1. Certification workflow'.

²⁹ You can use the wildcard character % in most of the TRACES search criteria in order to search for a wider range of data. In addition, TRACES makes no distinction between upper and lower case in searches. Example: entering 'INTRA.FR%' in the 'Certificate Reference' field (minimum of 8 characters) searches for all INTRAS available to a given user.

³⁰ The 'Certificate Status' criterion cannot be used alone.

Search options

To process	Searches official trade documents submitted to the competent authority and that remain to be certified.
Cloned	In order to facilitate the submission of official trade documents at the LVU, the data validated in PART I of a DOCOM can be transferred automatically to an INTRA by clicking the 'cloned' button. The competent authority can search for DOCOMs which have already been cloned.
Pending laboratory tests	Searches official trade documents with missing laboratory test details (Part III).
Search for control	Searches valid official trade documents empowering all competent authorities to enter a control part (Part III) to the official trade document, to monitor animal welfare and to carry out health and welfare checks (e.g. 'en route'). Use the 'Certificate Reference' number in combination with the 'Search for control' option.

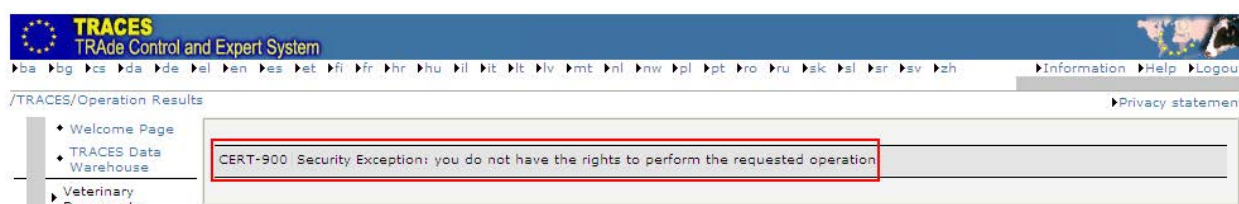
II.2.1. WORKAROUNDS AND LIMITATIONS

Apart from using the search criteria in TRACES, you may also find an official trade document by using its unique certificate reference number in a specific workaround:

Select the appropriate URL as listed below and enter the TRACES reference number at the end of the address as follows: ³¹

1. <https://webgate.ec.europa.eu/sanco/traces/certificates/intratrade/open.do?ref=INTRA.XX.YYYY.ZZZZZZZ>
2. <https://webgate.ec.europa.eu/sanco/traces/certificates/export/open.do?ref=EXPORT.XX.YYYY.ZZZZZZZ>
3. <https://webgate.ec.europa.eu/sanco/traces/certificates/intratrade/open.do?ref=DOCOM.XX.YYYY.ZZZZZZZ>

In accordance with the access rules of the (business) data, you must be declared in the official trade document in order to access it. If not, you may receive following alert message:



"Security Exception: you do not have the rights to perform the requested operation"

³¹ Legend:

XX = country ISO code in which the LVU of the 'Place of origin/Place of harvest' is situated

YYYY = submission year

NNNNNNN = unique TRACES reference number

II.3. OBTAIN A 'HELP TO DECISION' (HTD): BASIS LEGISLATION

During the certification process, the competent authority may, via the TRACES 'Help To Decision' module, obtain additional feedback on the appropriate (*consolidated*) basis legislation.

This HTD feature has been implemented for all official trade documents in order to alert, inform and assist competent authorities during the decision-making process. The feedback always depends on the nature and origin of the commodity presented and is optional for consultation.

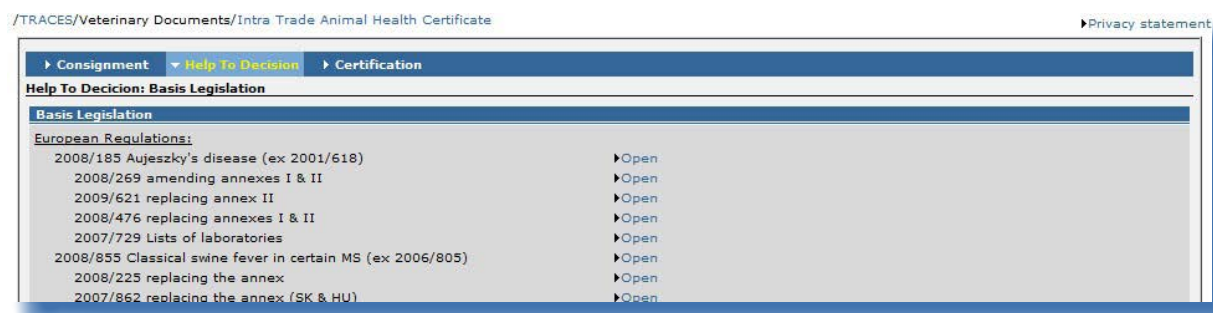
The HTD module appears only upon submission of Part II of an official trade document.³²

II.3.1. BASIS LEGISLATION

In the HTD module, the 'Basis Legislation' tab presents competent authorities with an overview of all legislation in force relating to the nature and origin of the commodity presented.

TRACES displays a link to the consolidated EU Regulation(s) in the current TRACES working language,³³ as published on the official [Eur-lex website](http://eur-lex.europa.eu/en/index.htm).³⁴

The consultation of this legal information is optional.



³² After submission of Part II, the HTD module will not be available/visualised anymore.

³³ This means one of the TRACES EU/EFTA languages.

³⁴ Eur-Lex website: <http://eur-lex.europa.eu/en/index.htm>

II.4. CERTIFY PART II (DECISION)

Only competent authorities at EU LVU/OPV can initiate, access and sign Part II of an official trade document (acceptance or refusal of a consignment), via the 'Veterinary documents' menu.

An exception applies for DOCOMs which are available mainly to economic operators, while competent authorities may also access the 'Health information' declaration.

In order to certify the official trade document, you must search ³⁵ and click the 'Open' button below the official trade documents which still need to be certified (Part II, Decision).

Part II of the official trade document relates to the declaration of the economic operator stating that the 'Health information' complies with the requirements laid down.

Not ticking a checkbox in the 'Health information' declaration will result in this text being automatically barred out from the print-out of the official trade document.

/TRACES/Veterinary Documents/Intra Trade Animal Health Certificate Privacy statement

Consignment Help To Decision **Certification**

Certification

II.a. Certificat reference number: INTRA.FR.2012. - V1 II.b. Local reference number:

II. Health information

SECTION A

☒ I certify that each animal of the consignment described below

☐ 1. comes from a holding of origin and an area which, in conformity with Community or national legislation, is not subject to any prohibition or restriction for reasons of animal diseases affecting porcine animals;

☒ 2. (2) is an animal for ☐ breeding or ☒ production (1) that has been resident, as far as can be ascertained, on the holding of origin during the past 30 days or since birth if less than 30 days of age, and no animal imported from a third country was introduced into that holding during this period, unless it was isolated from all other animals on the holding.

SECTION C(3)

After inspection as required by regulations, I certify that:

☒ 1. the above described animals had been inspected on (insert date) 23/11/2012 during the 24 hours before scheduled departure and had not shown clinical signs of infectious or contagious disease;

☐ 2. the holding of origin and where applicable the approved assembly centre and the area they are situated in are not subject to any prohibitions or restrictions for reasons of animal diseases affecting porcine animals in conformity with Community or national legislation;

EUROPEAN UNION

64/432 F2 Porcine

Part II: Certification

II. Health information

SECTION A

☒ I certify that each animal of the consignment described below

☐ 1. comes from a holding of origin and an area which, in conformity with Community or national legislation, is not subject to any prohibition or restriction for reasons of animal diseases affecting porcine animals;

☒ 2. (2) is an animal for ☐ breeding or ☒ production (1) that has been resident, as far as can be ascertained, on the holding of origin during the past 30 days or since birth if less than 30 days of age, and no animal imported from a third country was introduced into that holding during this period, unless it was isolated from all other animals on the holding.

SECTION C(3)

After inspection as required by regulations, I certify that:

☒ 1. the above described animals had been inspected on (insert date) 23/11/2012 during the 24 hours before scheduled departure and had not shown clinical signs of infectious or contagious disease;

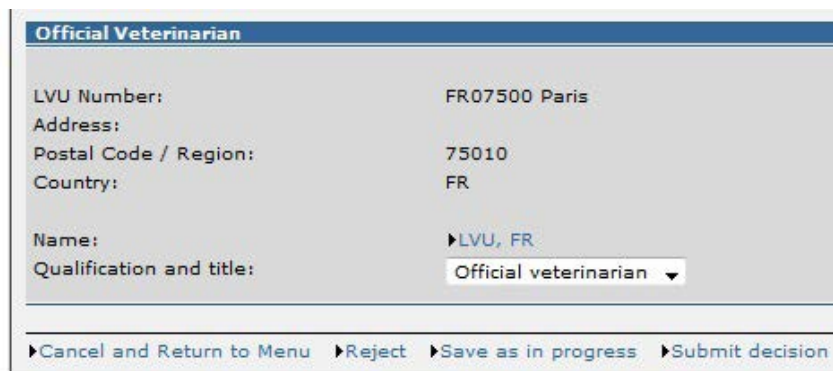
☐ 2. the holding of origin and where applicable the approved assembly centre and the area they are situated in are not subject to any prohibitions or restrictions for reasons of animal diseases affecting porcine animals in conformity with Community or national legislation;

II.a. Certificat reference number: INTRA.FR.2012. - V1 II.b. Local reference number: test new

³⁵ More information can be found under heading 'II.2. Search an official trade document'.

II.4.1. SUBMISSION OPTIONS

The following options are available as regards certification of an official trade document in TRACES (Part II, Certification):



Official Veterinarian	
LVU Number:	FR07500 Paris
Address:	
Postal Code / Region:	75010
Country:	FR
Name:	▶ LVU, FR
Qualification and title:	Official veterinarian ▼
▶ Cancel and Return to Menu ▶ Reject ▶ Save as in progress ▶ Submit decision	

Save options

'Cancel and Return to Menu' Returns to the 'Veterinary Documents' sub-menus and cancels all actions performed during certification of the official trade document. If your official trade document has not yet been saved, all information entered in Part I and II will be lost.

'Reject' All mandatory information on the consignment presented (Part I and II) must have been entered for the competent authority to be able to draw a conclusion on it. This option comprises the last stage relating to Part I and II of the official trade document. The status of the official trade document becomes '**Rejected**'.

'Save in progress' Saves Part I and II of an official trade document that has not yet been certified. It is an intermediate, optional stage before final certification of Part I and II of the official trade document (acceptance or refusal of the consignment by the LVU/OPV), e.g. for completion of checks. This option can also be used to fill in an official trade document at different stages and different places. The status of the official trade document becomes '**In progress**'. No notification messages will be sent regarding the submission of the official trade document in 'In progress' status.

'Submit decision' All mandatory information on the consignment presented (Part I and II) must have been entered for the competent authority to be able to draw a conclusion on it. This option comprises the last stage relating to Part I and II of the official trade document. The status of the official trade document becomes '**Valid**'.

NOTE - The official trade document in relation to **national trade** or (*direct*) **export**, will automatically become valid when clicking the 'Submit for certification' ³⁶ or 'Submit decision'/'Validate' button without having entered Part II (Certification).

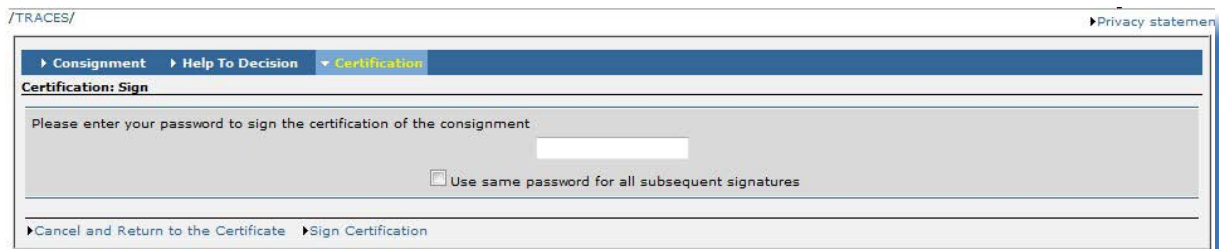


The alert message '*INTRA-063 IntraTrade Certificates for export or for national trade do not require validation*' appears when you submit the INTRA in relation to national trade or (*direct*) export.

³⁶ The 'Submit for certification' button is specific to Part I of your official trade document. More information can be found the 'Official trade documents Part I' user manual.

II.4.2. SIGNATURE

TRACES requires the users' password to certify the official trade document. After entering it, click on the '**Sign validation**' button.



The screenshot shows a web browser window with the address bar displaying "/TRACES/". The page has a blue header bar with navigation links: "Consignment", "Help To Decision", and "Certification" (which is highlighted). Below the header, the page title is "Certification: Sign". The main content area contains the text "Please enter your password to sign the certification of the consignment:" followed by a password input field. Below the input field is a checkbox labeled "Use same password for all subsequent signatures". At the bottom of the form, there are two buttons: "Cancel and Return to the Certificate" and "Sign Certification". A link for "Privacy statement" is visible in the top right corner of the page.

The '**Use same password for all subsequent signatures**' box can be checked for the password to be stored by TRACES throughout the session. A session terminates automatically after 30 minutes of inactivity.

II.5. SUBMIT PART III (CONTROL)

II.5.1. ... OF AN INTRA/DOCOM

The competent authorities may monitor animal welfare and carry out health, welfare or other checks (e.g. 'en route') in relation to INTRA/DOCOM,³⁷ by entering the 'Certificate Reference' number and clicking the 'Search for control' option.³⁸

For this purpose, the competent authority must open the official trade document click on 'Control' and complete any details in the 'Control' tab.

The screenshot displays the TRACES system interface for an 'Intra Trade Animal Health Certificate'. The top navigation bar includes tabs for 'Consignment', 'Certification', 'References', 'Traders', 'Consignment', 'Transport', and 'Route'. The 'Control' tab is selected, and the 'Detail of Control: Control Authority' section is visible. This section contains fields for 'Certificate Reference Number' (INTRA.FR.2012. - V1), 'Date of the inspection' (27/11/2012), 'Official veterinarian or official inspector' (Local Veterinary Unit: FR07500 Paris, Name: LVU FR, Date: 27/11/2012), and 'Place of inspection' (Airport, Dealer's premise, Exit point, Port, Approved body, Enroute, Holding, Semen centre, Assembly centre, Establishment, Other). The 'Submit Control' button is highlighted with a red box.

The competent authority that has certified (Part II) the official trade document receives a notification of the controls carried out (Part III) and has access to the results.

The Control Part will be included in the print-out of the official trade document.³⁹

Part III of the official trade document provides information on the completion of official checks. The official description of the Part III 'Control' boxes can be found in the 'Notes for guidance on the intra-Community certificate' of Commission Regulation (EC) 599/2004.

However, some boxes in the various TRACES tabs are highlighted below:

- 'Current Control'
- 'Checks'
- 'Laboratory tests'
- 'Infringements'
- 'Actions'

³⁷ EXPORTs are not concerned here.

³⁸ More information can be found under heading 'II.2. Search an official trade document'.

³⁹ More information on the printing of an official trade document can be found under heading 'III.3. Print official trade documents'.

II.5.1.1. 'CURRENT CONTROL' TAB

/TRACES/Veterinary Documents/Intra Trade Animal Health Certificate Privacy statement

▶ Consignment ▶ Certification ▼ Control ▶ Select Current Control ▼ Current Control ▶ Checks ▶ Laboratory Tests ▶ Infringements ▶ Actions	
Detail of Control: Control Authority	
III.2. Certificate Reference Number: INTRA.FR.2012	III.1. Date of the inspection: 05/12/2012
III.14. Official veterinarian or official inspector Local Veterinary Unit: FR03100 Haute-Garonne Name: <input type="text"/> Qualification and title: <input type="text"/> Date: 05/12/2012	III.13. Place of inspection <input type="radio"/> Airport <input type="radio"/> Approved body <input type="radio"/> Assembly centre <input type="radio"/> Dealer's premise <input type="radio"/> Enroute <input type="radio"/> Establishment <input type="radio"/> Exit point <input type="radio"/> Holding <input type="radio"/> Other <input type="radio"/> Port <input type="radio"/> Semen centre
▶ Cancel and Return to Menu ▶ Submit Control ▶ Print	

Type	Box	Information
INTRA DOCOM	'III.2. Certificate Reference Number'	Refers to the unique certificate reference number assigned automatically by TRACES after submission of the official trade document.
INTRA DOCOM	'III.1. Date of the inspection'	The date of the inspection will be fixed on signing the official trade document. The date is entered automatically on the basis of the Brussels time zone (GMT + 1).
INTRA DOCOM	'III.14.Official veterinarian or official inspector'	This box is automatically filled in with the name of the user controlling the document.
	'III.14.Official veterinarian or official inspector'	Where the competent authority concerns a ' collective user ', it will be asked to assign the 'Official Veterinarian/Inspector' from a drop-down menu.

III.14. Official veterinarian or official inspector

Local Veterinary Unit: FR07500 Paris

Name:

Qualification and title:

Date:

- J., SMITH
- Jonathan, SMITHS
- John, SMITS

The control date in this box will be fixed on signing of the official trade document. The date is entered automatically on the basis of the Brussels time zone (GMT +1).

II.5.1.2. 'CHECKS' TAB

/TRACES/Veterinary Documents/Intra Trade Animal Health Certificate

Privacy statement

▶ Consignment ▶ Certification ▼ Control	
▶ Select Current Control ▶ Current Control ▼ Checks ▶ Laboratory Tests ▶ Infringements ▶ Actions	
Detail of Control: Checklists & Laboratory Tests	
Checklists	
III.3. Documentary Check: <input type="checkbox"/> No EU Standard: <input type="radio"/> Satisfactory <input type="radio"/> Not satisfactory Additional guarantees: ▶Select <input type="radio"/> Satisfactory <input type="radio"/> Not satisfactory Additional guarantees: ▶Select <input type="radio"/> Satisfactory <input type="radio"/> Not satisfactory Additional guarantees: ▶Select <input type="radio"/> Satisfactory <input type="radio"/> Not satisfactory National requirements: <input type="radio"/> Satisfactory <input type="radio"/> Not satisfactory	
III.4. Identity Check: <input type="checkbox"/> No <input type="radio"/> Satisfactory <input type="radio"/> Not satisfactory	
III.5. Physical Check: <input type="checkbox"/> No <input type="radio"/> Satisfactory <input type="radio"/> Not satisfactory Total animals checked: 0	
III.7. Welfare check: <input type="checkbox"/> No <input type="radio"/> Satisfactory <input type="radio"/> Not satisfactory	
III.6. Laboratory Tests:	
Tests Executed: <input type="radio"/> Yes <input checked="" type="radio"/> No Date: <input type="text"/> Motivation: <input type="radio"/> Random <input type="radio"/> Suspicion	
Tested for: ▶Add	
III.10. Impact of the transport on animals	
Number of dead animals: <input type="text"/> Units Number of unfit animals : <input type="text"/> Units Number of birth or abortion: 0 Units	
▶Cancel and Return to Menu ▶Submit Control ▶Print	

Type

Box

INTRA 'III.3. Documentary Check'
 DOCOM 'III.3. Documentary Check'

Information

This box concerns the mandatory verification of health certificates or documents accompanying the consignment. For animals for which 'non-harmonized' model applies, 'additional guarantees' and 'national requirements' are additional options.

INTRA 'III.4. Identity Check'
 DOCOM 'III.4. Identity Check'

This box concerns checking consistency between the accompanying health certificates or documents and the consignment presented at the competent authority.

Type	Box
INTRA	'III.5. Physical Check'
DOCOM	'III.5. Physical Check'

Information

The 'physical check' must be executed in accordance with the legislation in force.

When the physical check is not satisfactory, the competent authority must complete the details in box 'III.9. Infringement of health legislation'.

INTRA	'III.7. Welfare check'
DOCOM	'III.7. Welfare check'

This box concerns the transport conditions and welfare status of the animals upon arrival.

When the welfare check is not satisfactory, the competent authority must complete the details in box 'III.8 Infringement of welfare regulation'.

This box does not concern DOCOMs.

Type	Box
INTRA	'III.6. Laboratory Tests'
DOCOM	'III.6. Laboratory Tests'

Information

Specification of a laboratory test is possible when:

- A 'physical check' (*satisfactory or not*) has been carried out. Derogation from the physical check prevents any details being introduced in the 'Laboratory Tests' section of the 'Checks' tab.

Enter:

- Date: The 'Sample' date must be prior or equal to the date of the inspection of the official trade document.
- Motivation
- Laboratory Test(s): Click the 'Add' button on the right, select (*one of the*) species entered in Part I and click the 'Select' button on the left to specify the laboratory test(s) relating to 'animal health', 'public health' or 'food hygiene', and possibly the laboratory method used. Check 'Pending' as a test result when a sampling test is involved and the commodity has to be released immediately.

The release (*upon control*) of a consignment with 'Pending' laboratory results is available for INTRA and DOCOM.

In this context, the following notification message is sent to the LVUs every week until the details of the results are introduced:

'The pending laboratory test conclusion for the following IntraTrade certificates must be defined:...'

If no results have been entered within 60 days after the control date, a weekly reminder is also sent to the CCA of this LVU. These notifications are not manageable in the 'Modify User Profile' menu.

Type **Box**

Information

It is possible to modify the nature of a test or to add a test after receipt of the analysis results. Generic categories (*in capital letters*) have been introduced in the 'Residues' laboratory test category, so that general queries can be made and the specific analysis results can be entered retroactively in the 'Checks' and 'Laboratory Tests' tabs.

The **final results** of the 'Pending' laboratory tests may be entered and changed from 'Pending' to 'Satisfactory' / 'Not satisfactory', after Part III of the official trade document has been submitted.

More information can be found under heading 'III.1.2. Modify certified official trade documents (Parts I, II and III)'.

In the event of a change to 'Satisfactory', the status of the official trade document remains 'Valid'.

In the event of a change to 'Not satisfactory', the status of the official trade document becomes 'Recalled'.

More information on the certification workflow, can be found under heading 'II.1.1. Certification workflow'.

II.5.1.3. 'LABORATORY TESTS' TAB

Laboratory tests in the 'Laboratory Tests' section of the 'Checks' tab will automatically generate the possibility of adding details on sampling in the 'Laboratory Tests' tab. This can be done for each reference laboratory test.

This means that there is a clear link between the 'Checks' tab and 'Laboratory Tests' tab.

It is mandatory to enter the 'Conclusion' details in the 'Laboratory Tests' tab, for each reference laboratory test specified in the 'Checks' tab. If not, you may receive following alert message:

'INTRA-219 Laboratory Tests Conclusion Field is mandatory'

Each Laboratory Test reference includes a section reserved for the TRACES 'Applicant'⁴⁰ and the 'Laboratory' user.⁴¹

Use of the 'Laboratory Tests' tab makes it possible to:

- print out a 'Fiche for sampling', which can be sent to the laboratory;
- electronically notify the laboratory authority, if shown in TRACES and specified in the 'Laboratory Tests' tab of the official trade document;
- receive electronically the test results from the laboratory specified in the official trade document; and
- automatically complete RASFF details in the RASFF notification form (*only for INTRA*).

Some 'Laboratory Tests' data fields are highlighted below:

⁴⁰ i.e. the TRACES competent authority user at EU LVU.

⁴¹ More information on laboratory users can be found in the 'Organisation, user and authority management' user manual, also available with the TRACES Toolkit.

	Title	Information
Applicant	'Laboratory'	<p>If a Laboratory is specified in the official trade document, it will receive electronically the 'Fiche for sampling', so that the laboratory test results are automatically included into the official trade document.</p> <p>Laboratories can be selected at European level.</p> <p>Laboratories, like other competent authorities, can be created by the European Commission only at the request of the competent authority.</p>
	'Laboratory Test'	May already be filled with the 'Laboratory Test' selected in the 'Checks' tab. Introduction, modification or reselection is possible via the 'Select' button and will be reflected in the 'Checks' tab.
	'Sample Type'	Should be selected from the drop-down list. If a 'Sample Type' is missing from the list, please contact the TRACES Team .
Laboratory	'Released date'	'Released date' is in dd/mm/yyyy format and must be after the sample date.
	'Laboratory Test Method'	'Laboratory Test Method' can either be selected from a menu or described in a free-text field. However, we recommend using the selection menu in order to facilitate extraction of TRACES reports and translation of TRACES data.
	'Conclusion'	<p>The conclusion in the 'Laboratory Tests' tab is reserved for the laboratory user carrying out the tests, while that in the 'Laboratory Tests' box of the 'Checks' tab is reserved for the competent authority validating the official trade document.</p> <p>Note that 'Pending' is not an option for laboratory authority users; please go to the 'Checks' tab for this.</p> <p><i>More information can be found under heading 'II.5.1.2. 'Checks' tab'.</i></p>

The competent authorities may include the results of a 'counter-analysis' and a 'second expert analysis' in TRACES.

Fiche for sampling
LAP- -INTRA.FR.2013.

References	
Applicant	
Name	FR07500 Paris
Address	75010 Paris Xe, France
Name of the veterinarian	Smith J.
Phone	
Laboratory	
Name	-
Address	-
Identification	-
Phone	-
Certificate reference number	INTRA.FR.2013.
Sample date	24/05/2013 (UTC +0200)
Identification of the sample	
Establishment number of origin	
Country of Origin	France
Country from where consigned	France
Country of Destination	Germany
Commodity Code (CN Code)	01061900 - Canis familiaris
Commodity	Other
Sample Batch Nr.	
Sample Use By Date	24/05/2013 (UTC +0200)
Nature of the sample	
Sample Type	Can
Number of samples	1
Conservation of sample	Chilled
Requested Analysis	
Motivation	Random
Results	
Initial Analysis	
Laboratory Test	.CARBAMATES
Laboratory Test Method	
Released date	25/05/2013 (UTC +0200)
Results	
Conclusion	Satisfactory
Counter Analysis	
Laboratory Test	
Laboratory Test Method	
Released date	
Results	
Conclusion	
Second Expert Analysis	
Laboratory Test	
Laboratory Test Method	
Released date	
Results	
Conclusion	

II.5.1.4. 'INFRINGEMENTS' TAB

/TRACES/Veterinary Documents/Intra Trade Animal Health Certificate Privacy statement

▶ Consignment ▶ Certification ▼ Control	
▶ Select Current Control ▶ Current Control ▶ Checks ▶ Laboratory Tests ▼ Infringements ▶ Actions	
Detail of Control: Infringements	
III.8. Infringement of welfare regulation: <ul style="list-style-type: none"> <input type="checkbox"/> III.8.1. Transporter authorisation invalid <input type="checkbox"/> III.8.10. Other <input type="checkbox"/> III.8.2. Non-compliance of the means of transport <input type="checkbox"/> III.8.3. Stocking density exceeded <input type="checkbox"/> III.8.4. Travel times exceeded <input type="checkbox"/> III.8.5. Watering and feeding not fulfilled <input type="checkbox"/> III.8.6. Mishandling or negligence to the animals <input type="checkbox"/> III.8.7. Supplementary measures for the journeys of long duration <input type="checkbox"/> III.8.8. Certificate of proficiency of the driver <input type="checkbox"/> III.8.9. Data registered in the log book <p>Average space: <input style="width: 100px;" type="text"/></p>	III.9. Infringement of health legislation <ul style="list-style-type: none"> <input type="checkbox"/> III.9.1. Absence/Invalid certificate <input type="checkbox"/> III.9.10. Absence or non legal identification <input type="checkbox"/> III.9.11. National requirements not fulfilled <input type="checkbox"/> III.9.12. Address of destination invalid <input type="checkbox"/> III.9.13. Other <input type="checkbox"/> III.9.2. Mis-match with documents <input type="checkbox"/> III.9.3. Non authorised country <input type="checkbox"/> III.9.4. Non approved region/ zone <input type="checkbox"/> III.9.5. Prohibited species <input type="checkbox"/> III.9.6. Absence of additional guarantee <input type="checkbox"/> III.9.7. Non approved holding <input type="checkbox"/> III.9.8. Diseased or suspect animals <input type="checkbox"/> III.9.9. Unsatisfactory tests
▶ Cancel and Return to Menu ▶ Submit Control ▶ Print	

Infringements of welfare regulation or health legislation may be specified in the 'Infringements' tab. The box 'III.8. Infringement of welfare regulation' becomes mandatory when box 'III.7. Welfare Check' is 'Not satisfactory'. The box 'III.9. Infringement of health legislation' becomes mandatory when box 'III.5. Physical Check' is 'Not satisfactory'.

II.5.1.5. 'ACTIONS' TAB

/TRACES/Veterinary Documents/Intra Trade Animal Health Certificate Privacy statement

▶ Consignment ▶ Certification ▼ Control	
▶ Select Current Control ▶ Current Control ▶ Checks ▶ Laboratory Tests ▶ Infringements ▼ Actions	
Detail of Control: Actions	
III.11. Corrective action <ul style="list-style-type: none"> <input type="checkbox"/> III.11.1. Delayed departure <input type="checkbox"/> III.11.2. Transfer procedure <input type="checkbox"/> III.11.3. Quarantine <input type="checkbox"/> III.11.4. Humane killing/Euthanasia <input type="checkbox"/> III.11.5. Destruction of carcasses/products <input type="checkbox"/> III.11.7. Treatment of products <input type="checkbox"/> III.11.8.7. Use of products for other purpose <input type="checkbox"/> III.11.6. Return of consignment <p>Identification: <input style="width: 100px;" type="text"/></p>	III.12. Follow-up of quarantine <ul style="list-style-type: none"> <input type="radio"/> III.12.1. Humanely killing/Euthanasia <input type="radio"/> III.12.2. Release
▶ Cancel and Return to Menu ▶ Submit Control ▶ Print	

Corrective or follow-up actions may be specified in the 'Actions' tab.

II.5.2. ... OF A CVED

As part of specific procedures such as channelling particular or non-conforming consignments, etc., control must be implemented by the competent authority responsible for establishments at the destination.⁴²

For this purpose, the competent authority must open the official entry document click on 'Control' and complete any details in the 'Control' tab.

The competent authority that has certified (Part II) the official entry document receives a notification of the controls carried out (Part III) and has access to the results.

The Control Part will be included in the print-out of the official entry document.⁴³

⁴² Adding Control details (Part III) to the validated official entry document is optional in other cases.

⁴³ More information on the printing of an official entry document can be found under heading 'III.3. Print official trade documents'.

II.5.3. SUBMISSION OPTIONS



Save options

'Cancel and Return to Menu'	Returns to the 'Veterinary Documents' sub-menus and cancels all actions performed during the submission of the Control part (Part III) to the official trade/entry document.
'Submit Control'	<p>All mandatory information in the Control part (Part III) must have been entered for the competent authority to be able to submit it.</p> <p>In the event of a change to 'Satisfactory', the status of the official trade document remains 'Valid'.</p> <p>In the event of a change to 'Not satisfactory', the status of the official trade document becomes 'Recalled'.</p> <p>More information on the certification workflow, can be found under heading 'II.1.1. Certification workflow'.</p> <p>The competent authority that has certified (Part II) the official trade document receives a notification of the controls carried out (Parts III) and has access to the results.</p>
'Print'	<p>More information can be found under heading 'III.3. Print official trade documents'.</p> <p>When printing the official trade document, the Control Part will be printed along.</p>

III. OFFICIAL TRADE DOCUMENTS' FUNCTIONALITIES

III.1. MODIFY AN OFFICIAL TRADE DOCUMENT

III.1.1. MODIFY SUBMITTED OFFICIAL TRADE DOCUMENTS (PART I)

Within the constraints of the document model chosen, the competent authority can carry out the desired modifications by simply searching, opening, modifying and (re-)submitting the official trade document with 'Draft', 'New' and 'In progress' status.

'Draft' official trade documents are accessible only to the submitting TRACES user and direct colleagues linked to the same authority.

'New' and 'In progress' official trade documents can be modified only if the competent authority has not yet certified the document.

TRACES users can easily check whether Part I has been modified by checking the version number (- Vx) after the TRACES certificate reference number.

When printing out official trade documents, it may be important to quickly identify modifications made between printing and processing Part I of the document.

/TRACES/Veterinary Documents/Intra Trade Animal Health Certificate Privacy statement

▼ Consignment
▼ References Traders Consignment Transport Route

Details of Consignment Presented: References

I.2. Certificate reference number:	INTRA.FR.2012.	V3	I.2.a. Local reference number::	
I.6. No.(s) of related original certificates:		I.6. Related CITES Certificates:		

Competent Authorities

I.4. Local Competent Authority:	
I.3. Central Competent Authority:	

Cancel and Return to Menu

EUROPEAN UNION

Intra trade certificate

dispatched consignment	I.1. Consignor	I.2. Certificate reference number		I.2.a. Local reference number::			
	Name	INTRA.FR.2012.		V1 test			
	Address						
	Country	France (FR)					
	I.5. Consignee						
Name							
Address							
Country	Italy (IT)						
I.8. Country of origin	ISO code	I.9. Region of origin	Code	I.10. Country of destination	ISO code	I.11. Region of destination	Code
France	FR			Italy	IT		

III.1.2. MODIFY CERTIFIED OFFICIAL TRADE DOCUMENTS (PARTS I, II AND III)

In the case of already certified (*Part II*) official trade documents, a distinction is made between:

- A. Correction of various ⁴⁴ details in Part I (Consignment) or II (Decision); and
- B. Entering pending laboratory test results in Part III (Control). ⁴⁵

III.1.2.1. CORRECTION OF DETAILS IN PART I (CONSIGNMENT) AND PART II (DECISION)

Various details in Parts I (Consignment) or II (Decision) can easily be corrected using the 'Copy as replacement' button. Instead of cancelling the official trade document and re-creating a correct version from scratch, the competent authority can use the '**Copy as replacement**' button below the document to cancel the original and re-create a new document, using the information in the original.

Hence, the 'Copy as replacement' functionality enables the user to quickly modify an already 'validated' or 'rejected' official trade document.

'Copy as replacement' button:

Products		Search Result						
User and Organisation Management		Certificate Reference	Country of Origin	Consignor	Consignee	Animal Species	Status	RASFF Status
		INTRA.FR.2012.	France			0102	Valid	
User Management Organisations Change Password Modify User Profile		▶Open ▶Copy as new ▶Copy as replacement						
		INTRA.FR.2012.	France			0102	Recalled	
		▶Open ▶Copy as new						
		INTRA.FR.2012.	France			0102	Valid	
		▶Open ▶Copy as new ▶Copy as replacement						
		INTRA.FR.2012.	France			0102	In Progress	
		▶Open ▶Copy as new						
		INTRA.FR.2012.	France			0103	Valid	
		▶Open ▶Copy as new ▶Copy as replacement						
		INTRA.FR.2012.	France			0102	Valid	
Establishment List Publications		▶Open ▶Copy as new ▶Copy as replacement						
		INTRA.FR.2012.	France			0102	Valid	
		▶Open ▶Copy as new ▶Copy as replacement						
EU Establishments list per sector EU		INTRA.FR.2012.	France			0102	Replaced	
		▶Open ▶Copy as new						

In order to follow up and identify any modifications made to an official trade document, and to speed up the issuing of the document, we recommend using this 'Copy as replacement' functionality when Parts I or II need to be corrected.

A **hyperlink** with the number of the replaced official trade document will appear in the 'Reference Number' box of the new document, while a hyperlink with the number of the new document will appear in the 'Reference Number' box of the replaced document. This makes it possible to easily identify the replacing and replaced official trade documents.

The **date** of replacement and the **identity** of the replacing competent authority appear in the relevant boxes both on the interface and on print-outs of the official trade document.

⁴⁴ 'Other', i.e. is other than entering pending laboratory test results.

⁴⁵ The option to specify 'Pending' laboratory results is available for the Control part (Part III) of INTRA and DOCOM. More information can be found under heading 'II.5.1.2. 'Checks' tab'. The Control part (Part III) does not concern EXPORT.

Hyperlink in the new official trade document (interface):

/TRACES/Veterinary Documents/Intra Trade Animal Health Certificate Privacy statement

Consignment Certification References Traders Consignment Transport Route	
Details of Consignment Presented: References	
I.2. Certificate reference number: INTRA.FR.2012. Replaced certificate: INTRA.FR.2012.	I.2.a. Local reference number:
I.6. No.(s) of related original certificates:	I.6. Related CITES Certificates:
Competent Authorities	
I.4. Local Competent Authority: FR07500 Paris I.3. Central Competent Authority: FR00000 Dgal-Bicma, C	Identification of Applicant Name: Date of Declaration: 26/10/2012 Date of Creation: 26/10/2012
Cancel and Return to Menu Cancel certificate Control Print	

Hyperlink in the new official trade document (printout):

EUROPEAN UNION				Intra trade certificate				
Part I : Details of dispatched consignment	I.1. Consignor			I.2. Certificate reference number		I.2.a. Local reference number:		
	Name			INTRA.FR.2012.				
	Address							
	Country			France (FR)				
	I.5. Consignee			I.6. No.(s) of related original certificates				
	Name			No.(s) of accompanying documents				
	Address							
	Country			Belgium (BE)				
	I.8. Country of origin		ISO code	I.9. Region of origin	Code	I.10. Country of destination	ISO code	I.11. Region of destination
	France		FR			Belgium	BE	
I.12. Place of origin/Place of harvest				I.13. Place of destination				
Holding <input checked="" type="checkbox"/> Assembly centre <input type="checkbox"/> Dealer's premise <input type="checkbox"/> Approved body <input type="checkbox"/> Semen centre <input type="checkbox"/> Approved aquaculture holding <input type="checkbox"/> Embryo team <input type="checkbox"/> Establishment <input type="checkbox"/> Other <input type="checkbox"/>				Holding <input checked="" type="checkbox"/> Assembly centre <input type="checkbox"/> Dealer's premise <input type="checkbox"/> Approved body <input type="checkbox"/> Semen centre <input type="checkbox"/> Approved aquaculture holding <input type="checkbox"/> Embryo team <input type="checkbox"/> Establishment <input type="checkbox"/> Other <input type="checkbox"/>				
Name				Name				
Approval number				Approval number				
Address				Address				
Postal code / Region				Postal code / Region				

Replaced certificate: INTRA.FR.2012.

Hyperlinks in a replacing official trade document which has been replaced in turn by another document (interface):

/ TRACES/Veterinary Documents/Intra Trade Animal Health Certificate
Privacy statement

Consignment
Certification
References
Traders
Consignment
Transport
Route

Details of Consignment Presented: References

I.2. Certificate reference number:
INTRA.FR.2012.

Replaced certificate:
INTRA.FR.2012

Replaced by:
INTRA.FR.2012

I.2.a. Local reference number:

I.6. No.(s) of related original certificates:

I.6. Related CITES Certificates:

Competent Authorities

I.4. Local Competent Authority:
FR07500 Paris

I.3. Central Competent Authority:
FR00000 Dgal-Bicma, C

Identification of Applicant

Name:

Date of Declaration:
26/10/2012

Date of Creation:
26/10/2012

Date of Replacement:
27/11/2012

Close
Print

Hyperlinks in a replacing official trade document which has been replaced in turn by another document (printout):

EUROPEAN UNION
Intra trade certificate

Part I : Details of dispatched consignment

I.1. Consignor

Name

Address

Country
France (FR)

I.2. Certificate reference number
INTRA.FR.2012

I.2.a. Local reference number:

I.3. Central Competent Authority
FR00000 Dgal-Bicma, C

I.4. Local Competent Authority
FR07500 Paris

I.5. Consignee

Name

Address

Country
Belgium (BE)

I.6. No.(s) of related original certificates
No (s) of accompanying documents

I.7. Dealer

Name

Approval number

I.8. Country of origin
France
FR

I.9. Region of origin

I.10. Country of destination
Belgium
BE

I.11. Region of destination

I.12. Place of origin/Place of harvest

Holding
Assembly centre
Dealer's premise

Approved body
Semen centre
Approved aquaculture holding

Embryo team
Establishment
Other

Name

Approval number

Address

Postal code / Region

I.13. Place of destination

Holding
Assembly centre
Dealer's premise

Approved body
Semen centre
Approved aquaculture holding

Embryo team
Establishment
Other

Name

Approval number

Address

Postal code / Region

I.14. Place of loading

Postal code / Region
75116 Paris

I.15. Date and time of departure
23/10/2012 16:00

I.16. Means of transport

Aeroplane
Ship
Railway wagon

Road vehicle
Other

Identification:

Number(s)

I.17. Transporter

Name

Approval number

Address

Postal code / Region

Member state
France (FR)

I.21. Temperature of products

Ambient
Chilled
Frozen

I.20. Number/Quantity
30 unit

I.22. Number of packages
1

I.23. Identification of container/Seal number

I.25. Animals certified as/products certified for:

Breeding
Fattening
Slaughter
Transhumance
Approved bodies

I.26. Transit through 3rd country

3rd country
ISO code

I.27. Transit through Member states

Member state
ISO code

Replaced certificate: INTRA.FR.2012. / Replaced by: INTRA.FR.2012.

III.1.2.2. COMPLETION OF FINAL RESULTS OF PENDING LABORATORY TESTS (PART III)

Pending laboratory test results can be entered by:

- Opening the official trade document ⁴⁶
- Going to the 'Checks' tab in the 'Control' Part
- Ticking the laboratory test result
- Clicking the '**Submit Laboratory Test Results**' option ⁴⁷
- Signing the official trade document ⁴⁸

Submitting 'Not satisfactory' Laboratory Test Results will result in the automatic 'Recalling' of the official trade document. ⁴⁹

The screenshot displays the TRACES Veterinary Documents/Intra Trade Animal Health Certificate interface. The top navigation bar includes 'Consignment', 'Certification', and 'Control'. The 'Control' section is expanded, showing 'Select Current Control', 'Current Control', 'Checks', 'Laboratory Tests', 'Infringements', and 'Actions'. The 'Checks' tab is active, displaying 'Detail of Control: Checklists & Laboratory Tests'.

Checklists

- III.3. Documentary Check:** ☐ No
EU Standard: ☒ Satisfactory ☐ Not satisfactory
Additional guarantees: ☒ Satisfactory ☐ Not satisfactory
Additional guarantees: ☒ Satisfactory ☐ Not satisfactory
Additional guarantees: ☒ Satisfactory ☐ Not satisfactory
National requirements: ☒ Satisfactory ☐ Not satisfactory
- III.4. Identity Check:** ☒ No
☐ Satisfactory ☐ Not satisfactory
- III.5. Physical Check:** ☐ No
☐ Satisfactory ☒ Not satisfactory
Total animals checked:
- III.7. Welfare check:** ☐ No
☐ Satisfactory ☒ Not satisfactory

III.6. Laboratory Tests:

Tests Executed: ☒ Yes ☐ No
Date:
Motivation: ☐ Random ☒ Suspicion

Tested for:
1. 0103 Sus scrofa domesticus Porcine reproductive and respiratory syndrome (PRRS) ☒ Pending ☐ Satisfactory ☐ Not satisfactory

III.10. Impact of the transport on animals

Number of dead animals: Units
Number of unfit animals: Units
Number of birth or abortion: Units

At the bottom, there are buttons: 'Cancel and Return to Menu', 'Submit Laboratory Test Results', and 'Print'.

⁴⁶ Use the 'Advanced' search criterion 'Pending laboratory tests' for easy retrieval of your official trade document. More information can be found under heading 'II.2. Search an official trade document'.

⁴⁷ As the official trade document is in principle already processed, all other details in Part I and II will be greyed out.

⁴⁸ More information to the signing of an official trade document can be found under heading 'II.4.2. Signature'.

⁴⁹ More information can be found under heading 'II.1.1. Certification workflow'.

III.2. DELETE OR CANCEL AN OFFICIAL TRADE DOCUMENT

III.2.1. DELETE

The '**Delete**' option is available only when Part I of an official trade document has been submitted and has the status 'Draft' or 'New' in TRACES. ⁵⁰

Both the economic operator and competent authority have access to the official trade document and the '**Delete**' option.

The official trade document will no longer be visible after deletion.

In order to 'Delete' an official trade document:

1. Search for the specific official trade document ⁵¹ in one of the 'Veterinary Documents' sub-menus:
 - 'Intra Trade Animal Health Certificates'
 - 'Export Health Certificates'
 - 'Commercial Document'
2. Click the 'Open' button under the official trade document
3. Click the 'Delete' button

/TRACES/Veterinary Documents/Intra Trade Animal Health Certificate Privacy statement

Consignment	Certification
References	Traders
	Consignment
	Transport
	Route

Details of Consignment Presented: References

I.2. Certificate reference number:	INTRA.FR.2012.	I.2.a. Local reference number::	
I.6. No.(s) of related original certificates:		I.6. Related CITES Certificates:	
	Remove		
	Add		

Competent Authorities	Identification of Applicant
I.4. Local Competent Authority:	Name:
I.3. Central Competent Authority:	Date of Declaration:
FR07500 Paris	23/11/2012
FR00000 Dgal-Bicma, C	

[Cancel and Return to Menu](#) [Delete](#) [Print](#)

⁵⁰ More information on the certification workflow can be found under heading 'II.1.1. Certification workflow'.

⁵¹ For 'Draft' official trade documents, only the 'initiator' and his/her direct colleagues, belonging to the same organization, will be able to consult and make additional modifications (like deletions) to the official trade document. More information on the certification workflow can be found under heading 'II.1.1. Certification workflow'.

III.2.2. CANCEL

The '**Cancel**' option is available only when Part II of an official trade document has been submitted and has the status 'In progress' or 'Valid'.⁵²

As only the competent authority can fill in Part II of an official trade document, only the competent authority can 'Cancel' a document that has already been initiated in TRACES.

For the sake of traceability reasons, however, the document will remain visible with a 'Cancelled' status, after cancellation.

In order to 'Cancel' an official trade document:

1. Search the specific official trade document in one of the 'Veterinary Documents' sub-menus:
 - 'Intra Trade Animal Health Certificates'
 - 'Export Health Certificates'
 - 'Commercial Document'
2. Click the 'Open' button under the official trade document
3. Click the 'Cancel' button

/TRACES/Veterinary Documents/Intra Trade Animal Health Certificate ▶ Privacy statement

▼ Consignment ▶ Certification	
▼ References ▶ Traders ▶ Consignment ▶ Transport ▶ Route	
Details of Consignment Presented: References	
I.2. Certificate reference number: INTRA.FR.2012.	I.2.a. Local reference number: <input type="text"/>
I.6. No.(s) of related original certificates: <input type="text"/>	I.6. Related CITES Certificates:
Competent Authorities	
I.4. Local Competent Authority: FR07500 Paris	Identification of Applicant
I.3. Central Competent Authority: FR00000 Dgal-Bicma, C	Name:
	Date of Declaration: 26/10/2012
▶ Cancel and Return to Menu ▶ Cancel certificate ▶ Control ▶ Print	

⁵² More information can be found under heading 'II.1.1. Certification workflow'.

III.3. PRINT OFFICIAL TRADE DOCUMENTS

In order to print out a TRACES official trade document you need:

- Hardware: a printer
- Software: an updated version of [Adobe Acrobat Reader](http://get.adobe.com/reader/) ⁵³

The languages to select in order to print out your official trade document shall be the ones used in the country of origin and of destination.

III.3.1. SUBMITTED OFFICIAL TRADE DOCUMENTS

In order to print a submitted official trade document:

1. Search for the specific official trade document in one of the 'Veterinary Documents' sub-menus:
 - 'Intra Trade Animal Health Certificates'
 - 'Export Health Certificates'
 - 'Commercial Document'
2. Click the 'Open' button under the official trade document
3. Click the 'Print' button

Another web page is opened where one or more languages can be selected to print the submitted official trade document, which will be output in a single PDF file. ⁵⁴

The screenshot displays the TRACES web interface for 'Intra Trade Animal Health Certificate'. The main window has a navigation bar with tabs: Consignment, Certification, References, Traders, Consignment, Transport, and Route. The 'Consignment' tab is active. Below the navigation bar, there are sections for 'Details of Consignment Presented: References', 'Competent Authorities', and 'Identification of Applicant'. The 'Print' button is highlighted in the bottom left corner. A red box highlights the 'Language selection for printing Certificate' dialog box, which is open. This dialog box contains a list of languages with checkboxes next to them. The 'English' checkbox is checked. The list of languages includes: Croatian, Chinese, Hungarian, Lithuanian, German, Bulgarian, French, Slovenian, Danish, ba, Serbian, Icelandic, Greek, Polish, Russian, Spanish, Romanian, Turc, Latvian, Norwegian, Finnish, Swedish, Macedonian, Slovak, Italian, Maltese, Albanian, Czech, Portuguese, English (checked), Estonian, and Dutch. The dialog box also has 'Cancel' and 'Print' buttons at the bottom.

⁵³ Adobe Acrobat Reader: <http://get.adobe.com/reader/>

⁵⁴ The current TRACES working language is selected by default. You may tick or untick any language boxes you need.

The status of official trade documents is shown by a watermark.

Only a valid official trade document has the watermark 'ORIGINAL'. For 'New' status, there is no watermark.

There are other watermarks for 'Cancelled', 'Draft', 'Rejected' and 'Replaced'.⁵⁵

In the TRACES test environments, all official trade documents have the watermark 'TRAINING' or 'ACCEPTANCE', regardless of the status of the official trade document, so as to avoid any confusion with the 'real-life' production environment.

⁵⁵ More information on the certification workflow can be found under heading 'II.1.1. Certification workflow'.

III.3.2. BLANK OFFICIAL TRADE DOCUMENT MODELS

TRACES users can find all (blank) consolidated official trade document models in the 'Veterinary documents' menu, under the 'Empty certificates' sub-menu.

- multiple models for INTRA: 'Intra Trade Animal Health Certificates'
- ten models ⁵⁶ for EXPORT: 'Export Health Certificates'
- one model ⁵⁷ for DOCOM: 'Commercial Document'

In order to print a blank official trade document model:

1. Click the 'Empty Certificate' sub-menu under the 'Veterinary documents' menu;
2. Select the desired language from the appropriate drop-down list; ⁵⁸
3. Select the desired blank official trade document model under:
 - 'Intra Trade Animal Health Certificates'
 - 'Export Health Certificates'
 - 'Commercial Document' ⁵⁹
2. Click the 'Print' button under the blank official trade document.

The blank document model will be displayed in the chosen language, ⁶⁰ in PDF format, in another webpage.

/TRACES/

Create an Empty Certificate

Selected Language: English

▶ CVED for Animals
 ▶ CVED for Animal Products
 ▶ Common Entry Document (CED)

Intra Trade Animal Health Certificates:

▶ Print

Commercial Document:

▶ Print

Veterinary certificate to EU:

Semen:

▶ Print

Animals:

▶ Print

Products:

▶ Print
▶ Print transit certificate

Sub-products:

▶ Print
▶ Print transit certificate

Declaration Document:

▶ Print

Export Health Certificates:

▶ Print

⁵⁶ This means, ten models apart from the 'non harmonised' model.

⁵⁷ This means, one model apart from the 'non harmonised' model.

⁵⁸ The languages to select in order to print out your official trade document shall be the ones used in the country of origin and of destination.

⁵⁹ Choose the appropriate DOCOM model from the drop-down box.

⁶⁰ Repeat these steps for any other languages.

III.4. AUTOMATED TRACES E-MAIL NOTIFICATIONS

Automated TRACES e-mail notifications are sent to all valid and active TRACES users concerned, to inform them of certain actions performed or to be performed in TRACES.

These notifications messages can be sorted by category:

- Organisation related information: creation, modification, validation, deletion
- Official documents: creation, validation, rejection, control, cancellation, deletion:

INTRA
EXPORT
DOCOM
CVEDA
CVEDP
CED
CHED-PP
DECLAR

Notification messages for CVEDPs fall into the following categories:

- Notifications of acceptability for transit/transshipment (boxes 30 and 31)
- Notifications of acceptability for internal market (box 32)
- Notifications of channelling (box 33) and specific warehouse procedures (box 34)
- Notifications of unacceptability in the event of destruction or transformation (box 35)

Modify User Profile	
User Information	Authority
e-Mail:	Name: Saone-Et-Loire
First name:	TRACES Unit Number: FR07100
Last name:	Address:
Notification language: French	Postal Code / Region: 71000
Notification type: HTML	Country: FR
Phone:	
Fax:	
Additional Information:	

Receiving notification mail	
<input checked="" type="checkbox"/> Notification related to CED cancelled	<input checked="" type="checkbox"/> Notification related to CED rejection
<input checked="" type="checkbox"/> Notification related to CED validation	<input checked="" type="checkbox"/> Notification related to CED validation (destruction / transformation)
<input checked="" type="checkbox"/> Notification related to CED validation (transfer)	<input checked="" type="checkbox"/> Notification related to CVEDA cancelled
<input checked="" type="checkbox"/> Notification related to CVEDA rejection	<input checked="" type="checkbox"/> Notification related to CVEDA validation
<input checked="" type="checkbox"/> Notification related to CVEDP cancelled	<input checked="" type="checkbox"/> Notification related to CVEDP rejection
<input checked="" type="checkbox"/> Notification related to CVEDP validation	<input checked="" type="checkbox"/> Notification related to CVEDP validation (destruction / transformation...)
<input checked="" type="checkbox"/> Notification related to CVEDP validation (internal market)	<input checked="" type="checkbox"/> Notification related to CVEDP validation (specific warehouse procedur...)
<input checked="" type="checkbox"/> Notification related to CVEDP validation (transit / transshipment)	<input checked="" type="checkbox"/> Notification related to Cloned DOCOM certificate
<input checked="" type="checkbox"/> Notification related to DOCOM cancelled	<input checked="" type="checkbox"/> Notification related to DOCOM control
<input checked="" type="checkbox"/> Notification related to DOCOM creation	<input checked="" type="checkbox"/> Notification related to DOCOM validation
<input checked="" type="checkbox"/> Notification related to EXPORT Deletion	<input checked="" type="checkbox"/> Notification related to EXPORT Pre validation
<input checked="" type="checkbox"/> Notification related to EXPORT Validation	<input checked="" type="checkbox"/> Notification related to EXPORT cancelled
<input checked="" type="checkbox"/> Notification related to EXPORT creation	<input checked="" type="checkbox"/> Notification related to EXPORT rejection
<input checked="" type="checkbox"/> Notification related to EXPORT sent for validation	<input checked="" type="checkbox"/> Notification related to Intratrade Laboratory test rejection
<input checked="" type="checkbox"/> Notification related to Intratrade cancelled	<input checked="" type="checkbox"/> Notification related to Intratrade certificate creation
<input checked="" type="checkbox"/> Notification related to Intratrade certificate deleted	<input checked="" type="checkbox"/> Notification related to Intratrade certificate prevalidation
<input checked="" type="checkbox"/> Notification related to Intratrade certificate rejection	<input checked="" type="checkbox"/> Notification related to Intratrade certificate sent to validation
<input checked="" type="checkbox"/> Notification related to Intratrade control	<input checked="" type="checkbox"/> Notification related to Intratrade validation
<input checked="" type="checkbox"/> Notification related to RASFF confirmation	<input checked="" type="checkbox"/> Notification related to RASFF creation
<input checked="" type="checkbox"/> Notification related to RASFF validation	<input checked="" type="checkbox"/> Notification related to business creation
<input checked="" type="checkbox"/> Notification related to business deletion	<input checked="" type="checkbox"/> Notification related to business modification
<input checked="" type="checkbox"/> Notification related to business validation	

Save Cancel

Select all Deselect all

TRACES users can choose which automated e-mail notifications they wish to receive by going to the 'User and Organisation Management' menu and 'Modify User Profile' sub-menu, and ticking the appropriate checkboxes.

Receipt of these automated TRACES e-mail notifications does not affect access to the online TRACES information, which is instantly updated upon any modification made by the competent authority.

III.4.1. QUANTITY CHECKS

When the number of animals or the weight of goods exceeds a preset limit value, an alert message inviting the TRACES users to check the quantity is posted immediately after submission and is repeated until validation of the official trade document.

"The entered quantity exceeds the fixed limit value: validate to confirm this quantity".

If an official trade document is validated with a quantity higher than the fixed limit, a notification message is sent to the European Commission.

The maximum quantity for live animals is as follows:

CN code	Species	Maximum quantity
0101		100
0102		300
0103		1200
010410		1500
010420		1500
0105		200000
010611		50
010612		12
010619		100
	Artiodactyla	300
	Perrissodactyla	15
	Proboscida	15
	Rodentia	10000
	Lagomorpha	10000
010620		1000
010631		50
010632		1500
010639		10000
010690		1000
030110		40000

III.4.2. SECURED ACCESS

Direct online access to TRACES information via hyperlinks in the automated TRACES e-mail notifications is secured by use of the TRACES password.

From...	SANCO-TRACES-NOREPLY@ec.europa.eu
To...	
Cc...	
Bcc...	
Subject:	Notification related to Import certification validation

1 Import certificates have been validated after the last notification you have received

Reference Number : IMPORT.CA

[Click here](#) to access the application .

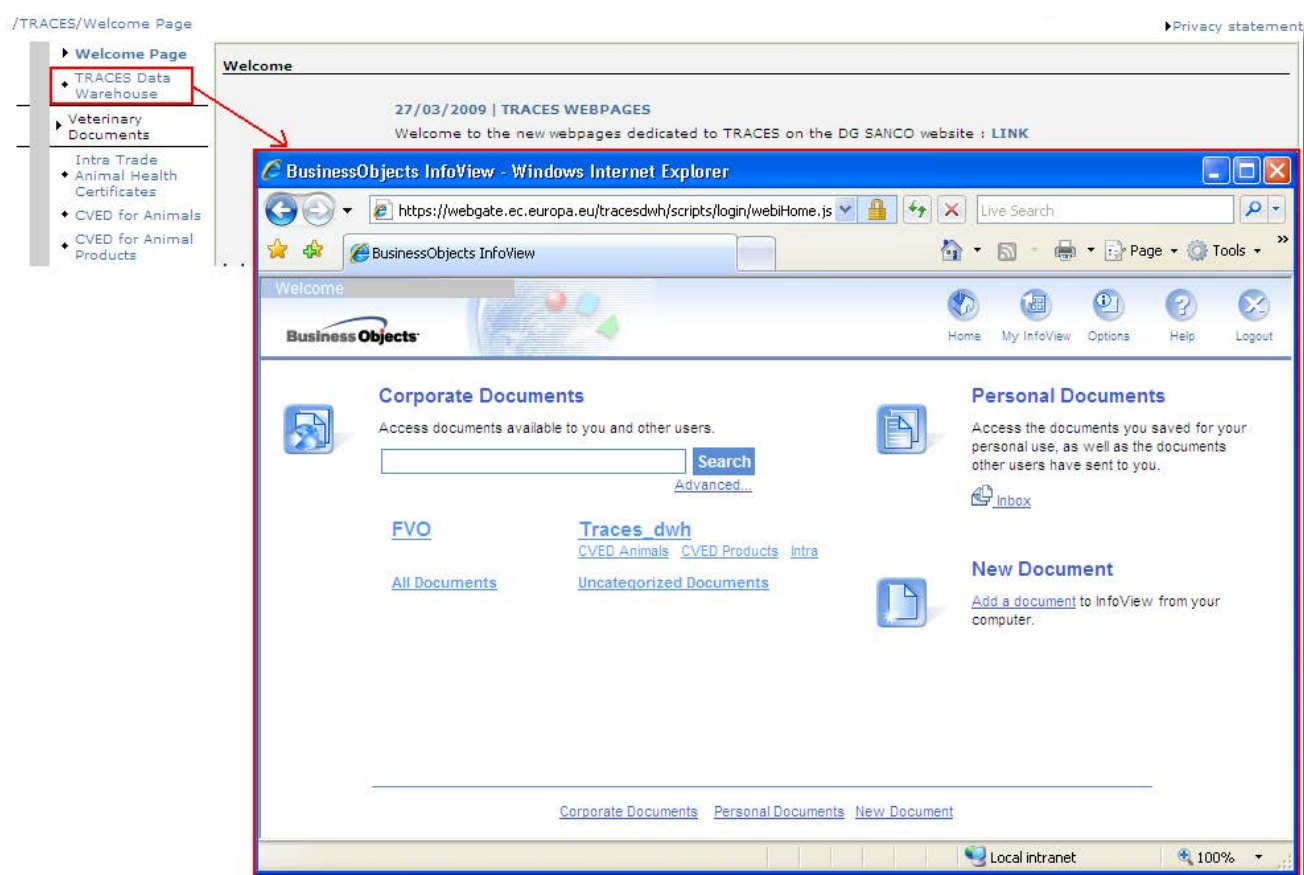
The TRACES application.

IV. OTHER TRACES MENUS

IV.1. 'TRACES DATA WAREHOUSE'

The TRACES Data Warehouse (DWH) interface (*BOXI*) enables competent authorities to see, organise and use tailor-made reports via a web navigator in order to monitor their activities.

In the Production (real life) ⁶¹ environment, competent authorities should be able to log on to DWH and click on 'TRACES Data warehouse'.



More information can be found in the DWH user manual also available with the [TRACES Toolkit](https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd). ⁶²

⁶¹ More information can be found under heading 'I.5.3. Environments'.

⁶² TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

IV.2. 'QLIKVIEW'

Qlikview is a business intelligence tool to consolidate and visualise data from multiple sources in a single application and is used by TRACES to allow competent authorities to monitor their activities.

In the production (real-life) ⁶³ environment, competent authorities should be able to log on to Qlikview and click on the 'Qlikview' link.



More information can be found in the Qlikview user manual also available with the [TRACES Toolkit](#). ⁶⁴

⁶³ More information can be found under heading 'I.5.3. Environments'.

⁶⁴ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

IV.3. 'REPORTING'

This menu allows consultation of CVEDA and CVEDP ⁶⁵ consignments rejected at the EU border: ⁶⁶
To do this, click on:

- 'Rejected Consignments - CVED for Animals'
- 'Rejected Consignments - CVED for Animal Products'

Several search criteria can be used to refine the search for CVEDs.

EU/EFTA TRACES users linked to BIPs have access to all rejected EU/EFTA CVEDs.

EU/EFTA TRACES users linked to LVUs/OPVs have access to rejected EU/EFTA CVEDs in case box '8. Delivery address' is filled with an organisation belonging to their competent authority.

Non-EU countries only have access to CVEDs submitted through validation of IMPORTs on a national basis.

The screenshot displays the TRACES Reporting - Rejected Consignment interface. The sidebar menu on the left includes options like 'Welcome Page', 'TRACES Data Warehouse', 'Veterinary Documents', 'Intra Trade', 'Animal Health Certificates', 'CVED for Animals', 'CVED for Animal Products', 'Veterinary certificate to EU', 'Empty Certificate', 'Reporting', 'Rejected Consignments - CVED for Animals', 'Rejected Consignment - CVED for Animal Products', 'User and Organisation Management', and 'User Management'. The 'Reporting' section is expanded, and 'Rejected Consignments - CVED for Animals' is selected. The main area is titled 'Reporting - Rejected - CVED Animals' and contains a 'Search Criteria' section with various input fields and buttons. The 'Search Result' section at the bottom shows a table with columns: Certificate Reference Number, Commodity Code, Arrival date at the BIP, Person responsible for load, Country of Origin, Place of Destination, and BIP.

Certificate Reference Number	Commodity Code	Arrival date at the BIP	Person responsible for load	Country of Origin	Place of Destination	BIP
------------------------------	----------------	-------------------------	-----------------------------	-------------------	----------------------	-----

To safeguard the privacy of the commercial data involved, strict access rules apply to each TRACES user profile.

This feature is not available to ADM profiles.

It might be possible to obtain additional information via the TRACES Data Warehouse. ⁶⁷

⁶⁵ This functionality is not (yet) available for CED or DECLAR.

⁶⁶ No time limit applies.

⁶⁷ More information on the TRACES Data Warehouse link can be found under heading 'IV.1. TRACES Data Warehouse'.

IV.4. 'USER AND ORGANISATION MANAGEMENT'

IV.4.1. USER MANAGEMENT

As a TRACES competent authority, you are asked to manage the economic operators in TRACES which fall under your competence.

The screenshot displays the TRACES User Management interface. On the left, a navigation menu includes 'Welcome Page', 'Veterinary Documents', 'Reporting', 'User and Organisation Management' (selected), 'User Management' (sub-selected), 'Organisations', 'Change Password', 'Modify User Profile', 'Business Partners', and 'Establishment List'. The main content area is titled 'Search for User' and features a 'Search Criteria' section with input fields for 'E-mail:', 'Last Name:', 'Postal Code / Region:', 'Organisation:', 'First Name:', and 'City:'. Below these fields are 'Clear' and 'Search' buttons. A 'Search Result' table is shown below the search criteria, with columns for 'Name', 'Country', 'Postal code / Region', 'City', 'Organisation', and 'Status'. A 'New' button is located at the bottom left of the search area. The top of the interface shows the breadcrumb path '/TRACES/User and Organisation Management/User Management' and a 'Privacy statement' link.

The competent authority can manage economic operators via the 'User and Organisation Management' menu and '**User Management**' sub-menu as follows:

- creation
- (in)activation
- validation
- deletion
- (re)linking of the competent authority
- ...

More information on the TRACES user management can be found in the 'Organisation, user and authority management' user manual, also available with the [TRACES Toolkit](https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd).⁶⁸

IV.4.2. ORGANISATIONS

Organisations can be 'created' in TRACES by economic operators and competent authority users during the certification process of an official trade document.

However, only competent authorities can manage organisations via the 'User and Organisation Management' menu and '**Organisations**' sub-menu.

68 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

/TRACES/User and Organisation Management/Organisation ▶ Privacy statement

- ◀ Welcome Page
- ▶ Veterinary Documents
- ▶ Reporting
- ▶ User and Organisation Management
 - ◀ User Management
 - ▶ Organisations
 - ◀ Change Password
 - ◀ Modify User Profile
 - ◀ Business Partners
- ▶ Establishment List Publications
- ▶ Help To Decision Management

Search for Organisations

Search Criteria

Country:
Postal code / Region:
Number: Exact match ☐
Status:
Commodity: [Browse](#)
Section:

Name:
Address:
City:
Assigned Authority Code:
Type:
LMS approved: ☐

[Clear](#) [Search](#)

Search Result

Name	Approval Numbers	Country	Address	Postal code / Region	Status	Activities
▶New ▶New Non Memberstate						

Before creating a new organisation, you should first verify (by searching for it) whether it already exists in TRACES. This is in line with the 'Search first, create if necessary' principle.

More information on the TRACES user management can be found in the 'Organisation, user and authority management' user manual, also available with the [TRACES Toolkit](#).⁶⁹

IV.4.3. CHANGE PASSWORD / SECURITY QUESTION AND ANSWER⁷⁰

TRACES users can change their password and security question and answer, whenever they wish, via the 'User and Organisation Management' menu, 'Change Password' sub-menu.

/TRACES/Security/Change Password ▶ Privacy statement

- ◀ Welcome Page
- ▶ Veterinary Documents
- ▶ Reporting
- ▶ User and Organisation Management
 - ◀ User Management
 - ◀ Organisations
 - ▶ Change Password
 - ◀ Modify User Profile
 - ◀ Business Partners

Change Password

Password:
New password:
Confirm new password:

[Modify](#)

Security question:
Security answer:

[Modify](#)

69 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>
70 More information can be found in the 'Organisation, user and authority management' user manual.

IV.4.4. MODIFY USER PROFILE ⁷¹

The 'Modify user profile' sub-menu available in the 'User and Organisation Management' menu, enables:

- Selection/deselection of the categories of automated TRACES e-mail notifications you wish to receive.⁷²
- Verification of the competent authority linked to your TRACES profile.
- Modification of the language of automatic notification e-mails, the notification type (HTML/Text) and other user-related data, except for the login (e-mail address). To modify your e-mail address, you must apply to your TRACES administrator, which will make a formal request to the TRACES Team.

Modify User Profile	
User Information e-Mail: <input type="text"/> First name: <input type="text"/> Last name: <input type="text"/> Notification language: French <input type="button" value="v"/> Notification type: HTML <input type="button" value="v"/> Phone: <input type="text"/> Fax: <input type="text"/> Additional Information: <input type="text"/>	Authority Name: Saone-Et-Loire TRACES Unit Number: FR07100 Address: <input type="text"/> Postal Code / Region: 71000 Country: FR
Receiving notification mail	
<input checked="" type="checkbox"/> Notification related to CED cancelled <input checked="" type="checkbox"/> Notification related to CED validation <input checked="" type="checkbox"/> Notification related to CED validation (transfer) <input checked="" type="checkbox"/> Notification related to CVEDA rejection <input checked="" type="checkbox"/> Notification related to CVEDP cancelled <input checked="" type="checkbox"/> Notification related to CVEDP validation <input checked="" type="checkbox"/> Notification related to CVEDP validation (internal market) <input checked="" type="checkbox"/> Notification related to CVEDP validation (transit / transshipment) <input checked="" type="checkbox"/> Notification related to DOCOM cancelled <input checked="" type="checkbox"/> Notification related to DOCOM creation <input checked="" type="checkbox"/> Notification related to EXPORT Deletion <input checked="" type="checkbox"/> Notification related to EXPORT Validation <input checked="" type="checkbox"/> Notification related to EXPORT creation <input checked="" type="checkbox"/> Notification related to EXPORT sent for validation <input checked="" type="checkbox"/> Notification related to Intratrade cancelled <input checked="" type="checkbox"/> Notification related to Intratrade certificate deleted <input checked="" type="checkbox"/> Notification related to Intratrade certificate rejection <input checked="" type="checkbox"/> Notification related to Intratrade control <input checked="" type="checkbox"/> Notification related to RASFF confirmation <input checked="" type="checkbox"/> Notification related to RASFF validation <input checked="" type="checkbox"/> Notification related to business deletion <input checked="" type="checkbox"/> Notification related to business validation	<input checked="" type="checkbox"/> Notification related to CED rejection <input checked="" type="checkbox"/> Notification related to CED validation (destruction / transformation) <input checked="" type="checkbox"/> Notification related to CVEDA cancelled <input checked="" type="checkbox"/> Notification related to CVEDA validation <input checked="" type="checkbox"/> Notification related to CVEDP rejection <input checked="" type="checkbox"/> Notification related to CVEDP validation (destruction / transformatio... <input checked="" type="checkbox"/> Notification related to CVEDP validation (specific warehouse procedur... <input checked="" type="checkbox"/> Notification related to Cloned DOCOM certificate <input checked="" type="checkbox"/> Notification related to DOCOM control <input checked="" type="checkbox"/> Notification related to DOCOM validation <input checked="" type="checkbox"/> Notification related to EXPORT Pre validation <input checked="" type="checkbox"/> Notification related to EXPORT cancelled <input checked="" type="checkbox"/> Notification related to EXPORT rejection <input checked="" type="checkbox"/> Notification related to Intratrade Laboratory test rejection <input checked="" type="checkbox"/> Notification related to Intratrade certificate creation <input checked="" type="checkbox"/> Notification related to Intratrade certificate prevalidation <input checked="" type="checkbox"/> Notification related to Intratrade certificate sent to validation <input checked="" type="checkbox"/> Notification related to Intratrade validation <input checked="" type="checkbox"/> Notification related to RASFF creation <input checked="" type="checkbox"/> Notification related to business creation <input checked="" type="checkbox"/> Notification related to business modification
<input type="button" value="Select all"/> <input type="button" value="Deselect all"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

⁷¹ More information can be found in the 'Organisation, user and authority management' user manual.

⁷² More information can be found under heading 'III.4. Automated TRACES e-mail notifications'.

IV.5. 'ESTABLISHMENT LIST PUBLICATIONS'

More information on visualising and managing approved establishment listings (LMS) can be found in the 'Organisation, user, authority management' user manual, also available with the [TRACES Toolkit](#).⁷³

73 TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

IV.6. HELP TO DECISION MANAGEMENT

IV.6.1. 'RE-ENFORCED CHECK' PROGRAMME

The 're-enforced check' programme sub-menu available to TRACES competent authority users linked to the EU LVM/OPV complies with Article 24 of Council Directive 97/78/EC.

Details ⁷⁴ of all re-enforced check programmes are available from the 'Help To Decision Management' menu and 'Re-enforced Check' sub-menu.

/TRACES/System Management/Help To Decision Privacy statement

- Welcome Page
- TRACES Data Warehouse
- Veterinary Documents
- Reporting
- User and Organisation Management
- Establishment List Publications
- Help To Decision Management**
 - Re-enforced Check**
 - Legislation

Search for Re-enforced Check

Search Criteria

Country: Commodity:

Application Date: Status:

[Clear](#) [Search](#)

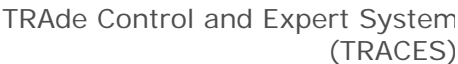
Search Result

Country	Commodity	Laboratory Tests	Date	Status
China	Unique Commodity Code Group for 05040000	Chloramphenicol	16/10/2012	Active
Viet Nam	Prepared crustaceans, molluscs, CN 1605	Listeria monocytogenes	15/10/2012	Stopped
Brazil	meat and edible offal of poultry, CN 0207	Salmonella typhimurium	11/10/2012	Active
China	FFP	Furazolidone	11/10/2012	Active
Thailand	FFP	Histamine	10/10/2012	Active
Ecuador	FFP	Physical Tests Required: Yes	08/10/2012	Fulfilled
China	Unique Commodity Code Group for 05040000	Chloramphenicol	08/10/2012	Fulfilled

⁷⁴ i.e. status, application date, net weight, initial official entry document (if not submitted directly by the European Commission), organisation/region/country of origin, hazard, commodity codes groups, re-enforced checks status...

nb: for 'Recalled' consignments, there could be an alert message of the type 'Security Exception: you do not have the rights to perform the requested operation', when trying to access the official entry document which was at the origin of the re-enforced check programme.

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IV.7. 'LEGISLATION'

The 'Legislation' menu redirects the TRACES user to the welcome page of EUR-Lex, the website for access to European Union law and other documents considered to be public.

The screenshot displays the EUR-Lex website interface. At the top, it states "This site is a part of Europa" and "About EUR-Lex | Site map | FAQ | Help | Contact | Useful links | Legal notice". The main header features the EUR-Lex logo and the text "Access to European Union law". Below the header, there is a navigation bar with "EUROPA > EUR-Lex Home".

The left sidebar contains several sections:

- OFFICIAL JOURNAL**
- SIMPLE SEARCH**
 - by word
 - by document number
 - by date
 - by OJ reference
 - by CELEX number
 - more options...
- ADVANCED SEARCH**
- COLLECTIONS**
 - Treaties
 - International agreements
 - Legislation in force
 - Preparatory acts
 - Case-law
 - Parliamentary questions
- PRACTITIONER'S CORNER**
 - Budget of the European Union
 - ECICS
 - The institutions' registers
 - TARIC
 - EU Pesticides Database
 - EU legislation on statistics
- About EU law**
 - Summaries of EU Legislation
 - The ABC of European Union law
 - Legislative drafting

The main content area is titled "News" and lists several items:

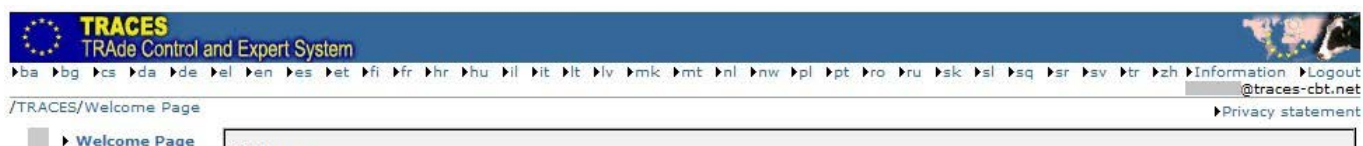
- Thematic files**
 - Legislation on selected themes
 - 01/06/2011: Volunteering >> new**
- Selection of new documents**
 - 31/05/2011:** Regulation (EU) No 510/2011 of the European Parliament and of the Council of 11 May 2011 setting emission performance standards for new light commercial vehicles as part of the Union's integrated approach to reduce CO2 emissions from light-duty vehicles (Text with EEA relevance) > pdf
 - 31/05/2011:** 2011/314/EU: Commission Decision of 12 May 2011 concerning the technical specification for interoperability relating to the 'operation and traffic management' subsystem of the trans-European conventional rail system (notified under document C(2011) 3099) (Text with EEA relevance) > pdf
 - 31/05/2011:** 2011/321/EU: Commission Implementing Decision of 27 May 2011 establishing, pursuant to Directive 2006/7/EC of the European Parliament and of the Council, a symbol for information to the public on bathing water classification and any bathing prohibition or advice against bathing > pdf
 - 19/05/2011:** Directive 2011/51/EU of the European Parliament and of the Council of 11 May 2011 amending Council Directive 2003/109/EC to extend its scope to beneficiaries of international protection (Text with EEA relevance) > pdf
 - 19/05/2011:** 2011/286/EU: Decision of the European Parliament and of the Council of 2 May 2011 on mobilisation of the European Union Solidarity Fund, in accordance with point 26 of the Interinstitutional Agreement of 17 May 2006 between the European Parliament, the Council and the Commission on budgetary discipline and sound financial management > pdf
- Newsletter 18/4/2011** > de en fr

At the bottom left, it says "Last updated: 01/06/2011".

On the right side, there is a language selection dropdown menu with "English (en)" selected. Below it, there is a "Connection" button and a "Free registration" link. At the bottom right, there is a logo for "EU 2011" and a link to "www.eu2011.hu". Below that, there is a logo for "Other sites managed by the Publications Office" and a link to "N-Lex".

IV.8. 'INFORMATION'

The 'Information' button in the top right of the TRACES window will redirect you to the [TRACES Toolkit](#),⁷⁵ on the CIRCABC⁷⁶ Information website.



The [TRACES Toolkit](#)⁷⁷ serves as your gateway to further TRACES user manuals, videos and templates. For the submission of official trade documents, we would recommend viewing the instructional videos produced for the cloning and submission of official trade documents.

The TRACES Toolkit contains all useful information in one 'platform' document, and assists you in your use of TRACES.

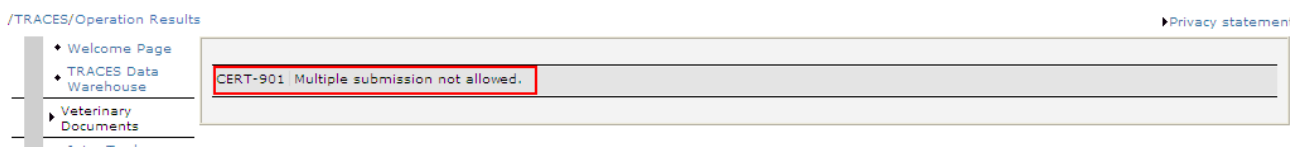
⁷⁵ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

⁷⁶ CIRCABC: Communication and Information Resource Centre for Administrations, Businesses and Citizens

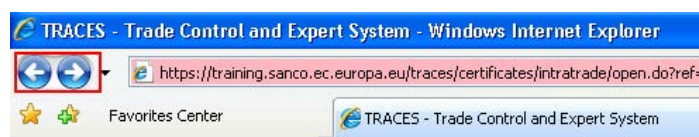
⁷⁷ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

V. FAQ

V.1. ALERT MESSAGE: 'MULTIPLE SUBMISSION NOT ALLOWED'

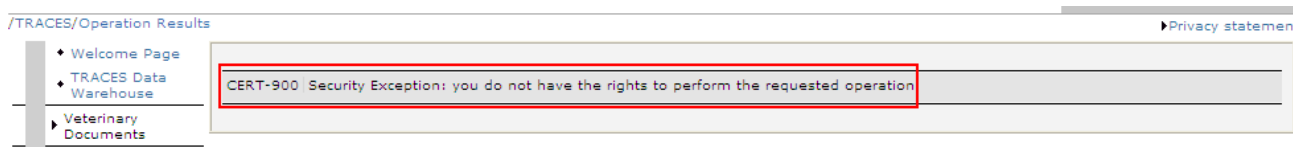


The alert message '*Multiple submission not allowed*' may appear when you are trying to validate, submit, delete, etc. data (official trade document, organisation, user account, etc.) in TRACES and you use the 'back' and 'forward' buttons, which in fact belong to the internet browser (MS Internet Explorer, Firefox Mozilla, etc.).



As the 'back' and 'forward' buttons are not part of TRACES, but belong to your internet browser, you will not be able to use them in order to 'undo' an action carried out in TRACES.

V.2. ALERT MESSAGE: 'SECURITY EXCEPTION: YOU DO NOT HAVE THE RIGHTS TO PERFORM THE REQUESTED OPERATION'



The alert message '*Security exception: You do not have the rights to perform the requested operation*' may appear on your TRACES screen if you:

1/ try to save modifications to an official trade document if its status has since been modified by another TRACES user.

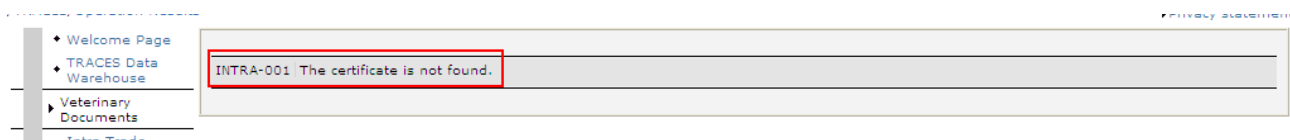
Indeed, it could be that one of your competent authority colleagues has in the meantime already processed the official trade document, by certifying or deleting Part I (Consignment) of the official trade document, so that accessing/processing the official trade document is no longer possible.

2/ try to access an official trade document type for which your TRACES profile does not have the correct access rights,⁷⁸ for example by entering the official trade document reference number in the URL bar of your internet navigator.

More information can be found under heading 'II.2.1. Workarounds and limitations'.

⁷⁸ e.g.: CVED when you are a TRACES user linked to an EU LVU/OPV.

V.3. ALERT MESSAGE: 'THE CERTIFICATE IS NOT FOUND'



The alert message 'The certificate is not found' may appear on your TRACES screen if you try to access a 'New' official trade document that has already been deleted by another TRACES user, following an automatic e-mail notification sent by TRACES.

Indeed, it could be that one of your competent authority colleagues has in the meantime already deleted the official trade document.

V.4. ALERT MESSAGE: 'GEN 002...' (UNEXPECTED FAILURE ALERT)

We invite you to fill in the TRACES problem statement report included in the [TRACES Toolkit](#).⁷⁹

Please send it to the TRACES Team at sanco-traces@ec.europa.eu adding your competent authority in CC (*Carbon Copy*) to your message.⁸⁰

⁷⁹ TRACES Toolkit: <https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

⁸⁰ A problem statement report is available with the [TRACES Toolkit](#).

VI. FURTHER INFORMATION AND CONTACT

We strongly recommend that you, as a TRACES competent authority, contact your TRACES administrator, which will answer your questions or redirect you to the relevant competent authorities in charge.

Also at your disposal:

The TRACES Team, for questions concerning the functioning of TRACES as a web-based system:

[TRACES Toolkit](#), which includes a heading on '[Contingency Plan](#)'⁸¹ and 'Problem Reporting'⁸²
[TRACES presentations](#)⁸³

E-mail: sanco-traces@ec.europa.eu⁸⁴

Tel.: +32 2 297 63 50

Fax: +32 2 299 43 14

The [LMS website](#),⁸⁵ for questions concerning the official listing of establishments.

The [RASFF website](#),⁸⁶ for questions concerning the 'Rapid Alert System on Food and Feed'.

The [online customs tariff database \(TARIC\)](#),⁸⁷ for questions concerning the Combined Nomenclature code used by BIPs.

The [BTSF website](#),⁸⁸ for questions concerning 'Better Training for Safer Food'.

The [EUROPHYT website](#),⁸⁹ for questions concerning 'Plants and Plant Products'.

The [EXPORT Helpdesk](#),⁹⁰ for questions concerning requirements and taxes for internal market access, import tariffs and customs duties.



81 Contingency Plan: <https://circabc.europa.eu/w/browse/91fe2ba6-6d69-4bdc-94ad-304b7eb6ff05>

82 Problem Statement Report: under construction.

83 TRACES presentations: <http://prezi.com/user/TRACES>

84 Please include your competent authority in CC of your message, when contacting the TRACES team.

85 LMS website: http://ec.europa.eu/food/food/biosafety/establishments/third_country/index_en.htm

86 RASFF website: http://ec.europa.eu/food/food/rapidalert/index_en.htm

87 TARIC: http://ec.europa.eu/taxation_customs/customs/customs_duties/tariff_aspects/customs_tariff/index_en.htm

88 BTSF website: <http://www.foodinfo-europe.com/index.php?lang=english>

89 EUROPHYT website: http://ec.europa.eu/food/plant/europhyt/index_en.htm

90 EXPORT Helpdesk: http://exporthelp.europa.eu/thdapp/index_en.html

TRAde Control and Expert System (TRACES)

is a management tool for **tracking movements** of animals, products of animal origin from both outside and within the European Union. It also covers imports to the European Union of feed and food of non-animal origin as well as plants, seeds and propagating materials.

TRACES aims to **improve** the relationship between the **private** and **public sectors**, and to **strengthen cooperation** between EU parties. It aims to **facilitate trade**, to **enhance the safety** of the food chain and to **protect animal health**.

This system **consolidates** and **simplifies** the existing systems. It is a major innovation in improving the **management of animal diseases** and reducing **the administrative burden** on economic operators and competent authorities.

Dr Didier CARTON
Head of the TRACES Sector

For more information

TRACES Sector
DG Health and Consumers
B232 03/057
B-1049 Brussels
Tel: +32 2 297 63 50

E-mail: sanco-traces@ec.europa.eu
<http://ec.europa.eu/traces/>
<http://prezi.com/user/TRACES/>

This information sheet is intended for TRACES users.
You can find this document and download it at:

<https://circabc.europa.eu/w/browse/ac0bd3d2-66ae-4234-b09c-a3fa9854acfd>

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